

High School Student Handbook



HAWLEY PUBLIC SCHOOLS

2024-2025

Hawley High School Mission Statement

To prepare all students for the challenges and opportunities of tomorrow.

Table of Contents

Prohibited Technology	16	Toll Free Hotline Numbers	3
Make-up Policy & Incompletes	17	Legal Notices	4
Suspensions	17	General Information	
Threats & Harassment	17	Graduation Requirements	5
Medications	17-18	PSEO	6
Hats/Coats/Backpacks	18	E-Learning	6
Academic Honesty	18	Assemblies	6
School Printing/Copying	18	School Counseling	6
Bus Transportation	18	Student Obligations	6-7
Senior Academic Acknowledgement	18-19	Course Registration	7
Video Recording	19	Add/Drop Policy	7
Co-Curricular Activities		Lost & Found	8
Athletic & Activity Offerings	19	Student Services	8
Participation	20	Health Records	8
Academic Eligibility Policy	20	Crisis Response Team	9
Sportsmanship	21-22	Communication	
District Policies		Daily Bulletin	9
Dangerous and Harmful Substances	22	School Closings	9
Threats and Harassment	23-24	Access to Records	9
Bullying Prohibition	25-26	Grading Procedure	10
Title IX	27	Rules & Regulations	
Miscellaneous Information		Internet	10-11
Academic Letter Policy	27	Student Behavior & Expectations	11-12
Perfect Attendance	27	Attendance	12-14
Directory Information	27	Messages and Phone Use	14
School Dances	27	Request for Homework	14
On-Line Courses	27-28	Attire & Grooming	14-15
Senior “Pranks”	28	Study Hall Procedures	15
Prom	28	Agendas	15
Transportation to Events	28	Visitors	15
Season Activity Passes	28	College Visits	15-16
Class Officers	28	Food in the Building	16
Notice of Annual Review	29	Fire/Tornado Drills	16
Phone Extensions	29		

Toll Free Hotline Numbers

Alcoholism & Addiction

Glenmore Recovery Center	800-862-5582
National Council on Alcoholism	800-NCA-CALL
My Life My Quit	mn.mylifemyquit.org

Domestic Violence/ Child Abuse

Domestic Violence Hotline	800-779-SAFE
Clay County Social Services	218- 299-5200
National Child Abuse Hotline	800-422-4453
Prevent Child Abuse Minnesota	800-621-6322
Violence Intervention Project	800-660-6667

Family Planning/ STD

Minnesota Family Planning & STD Hotline	800-78-FACTS
Minnesota Family Planning Hotline	800-752-4281
National AIDS Hotline	800-842-AIDS
National AIDS Hotline (Spanish)	800-344-SIDA

Missing Children

Missing Child Hotline	800-843-5678
National Runaway Switchboard	800-621-400

Poison Control

Minnesota Poison Control Center	800-222-1222
---------------------------------	--------------

Suicide

Suicide Prevention-Minnesota	800-282-5005
Suicide & Crisis Lifeline	988

Youth Crisis

National Youth "I care" Hotline (Feeling Troubled)	800-729-4227
National Youth Crisis	800-448-8663
Youth Crisis Hotline	800-448-4663
Northwestern Mental Health Clinic	800-282-5005

Hawley ISD #150 adheres to the belief that all vocational opportunities will be offered regardless of race, color, national origin, gender, or disability.

LEGAL NOTICES

Kelly Anderson serves as the Title IX coordinator (see Page 26 also) and Chris Ellingson serves as the Section 504 coordinator.

Hawley ISD #150 does not discriminate on the basis of race, color, national origin, gender, or disability.

Vehicles located on the ISD #150 property are subject to legal search by the school and law enforcement officials

When the Pledge of Allegiance is recited, students may elect to not participate. They are, however, encouraged to demonstrate respect.

ISD #150 does complete background checks on volunteers per local policy #404.

Students in grades 9-12 may be eligible to participate in the Post-Secondary Education Opportunity program. Generally, students in grades 9 and 10 would only be eligible if HHS offered a course that needed more students to fill the minimum requirements (there is an exception for sophomores at technical colleges); however, PSEO classes outside of HHS could be available to grades 9 and 10 although this would be at the post-secondary institutions' discretion and guidelines.

For juniors and seniors, PSEO opportunities include college in the classroom (the classes are taught here), on-line college classes (students access the courses during a period (or periods) on their schedules, and by actually attending classes on a college campus. For more information, see the high school counselor. In most instances, minimum grade point averages and placement exam scores are required.

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks. The form can be found here:

<https://mn50010790.schoolwires.net/Page/79>

Students should be advised that the high school and some buses utilize video surveillance equipment and there will be instances where the images captured by this equipment will be utilized in various capacities. Data collected is the property of ISD 150 but may be shared with law enforcement or other entities when it is deemed prudent to do so. Data will, when necessary, be used in disciplinary situations and to determine participants in various matters. Data will not be shared in a frivolous manner with any agency or persons outside of the district.

GENERAL INFORMATION

Graduation Requirements

The following lists delineate the credits that must be completed by the students of Hawley School District #150 in order to be eligible for a diploma:

Grades 7-8 Credits

English	2
Social Studies	2
Mathematics	2
Physical Education	1
Science	2
Art	.5
Music	1
FACs, Tech Ed, Ag	1.75
Health	.5
Computer	.25

(One credit = approx. 150 hours)

- All junior high school classes must be passed.
- A failed quarter-only class will result in the student completing all work during TEAM in that teacher's room until the credit is made up.
- Failure to complete this will result in summer completion or repeating the course the following year.

Grades 9-12 Credits

English	4
Social Studies	4
Mathematics	3
Physical Education	1
Science	3
Health	.5
Computer Apps	.25
Electives	8.25
Arts	1

8 hours volunteer service during the senior year.

(One credit = approx. 150 hours)

To be considered a...

- Sophomore: 6 credits by the start of the 10th grade year.
- Junior: 12 credits by the start of the 11th grade year.
- Senior: 18 credits by the start of the 12th grade year.

25 credits are needed to earn a Hawley diploma.

Senior high students are required to carry seven hours of instruction and must earn 25 credits in grades 9-12 to qualify for a diploma.

In addition to the previous credit requirements, students must also pass any required tests set forth by the State of Minnesota (see 1 & 2 below) and complete 8 hours volunteer service after their junior year. Seniors who are determined to be not eligible for a diploma for lack of credits, not passing one of the basic requirements exams, make-up time or other disciplinary reasons determined by the principal, will not be allowed to participate in the commencement exercises.

Post-Secondary Enrollment Options

Information regarding PSEO can be found on the High School Counseling link on the Hawley High School website: <https://sites.google.com/view/nuggetschoolcounseling/post-secondary-education/pseo>

E-Learning

On E-Learning days, students will be responsible for accessing their class's digital medium, must complete assignments within 2 days, communicate with teachers via email or another appropriate medium, and participate in e-learning day activities.

Assemblies

HHS has a proud tradition of admirable and attentive behavior when there are speakers, at plays and the musical matinees, and so forth. It is expected to attend assemblies unless an area has been designated for completing school work.

School Counseling

The school counseling officer is located in the main office of the high school building. The school counselor is available to assist students with educational, personal, and career questions or problems they may have. This includes requirements for graduation, educational planning, job planning, post-secondary planning, and other areas.

Student Obligations

Students with obligations (fines, overdue library books, lost classroom text, material costs, dues, detention, etc.) are to take care of these obligations in the high school office. Report cards, transcripts, or schedules will not be issued to students with obligations.

A. Transcripts

- a. Textbooks are provided by the district and issued to each student. Students who lose or damage a book must pay for the repairs or replacement, unless proven not responsible by the teacher or principal.

B. Lockers

- a. Lockers are issued to each student. The care of these lockers is the responsibility of each student. Any damage to the locker will be assessed to the student. The principal may at the time go through the lockers if she has reason to believe unauthorized objects are present.
- b. Locks are available on loan from the office with a charge of five dollars.

C. Fees

- a. Public education in Minnesota is free to all students who are residents; however, fees may be charged to you under the following circumstances:

1. A project in career and tech ed courses, art or another course that is excess of the material requirements of the minimum course outline, provided the student elects to do such a project with the approval of the instructor. The student may elect to take such products home and costs of such projects must be paid as the material is used. Students may provide their own material for such projects, again with the approval of the instructor.
2. Cost of school equipment or material destroyed, broken, or material destroyed, broken, or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.
3. Driver education which is handled through community education.
4. Costs of field trips, which are made available from time to time but are not required for a course.
5. Costs of the yearbook, announcements for graduation, or class rings should the student elect to order any of these items.
6. Admission fees for concerts, plays, athletic events, and other programs or activities, which the student may attend at his/her option.
7. Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, physical education clothing, tennis shoes, and other items that fall into the category of personal equipment.

Fees unpaid within thirty days of the end of the school year may be collected through action in small claims court or other appropriate means.

Course Registration

- a. Students will register for the next school year sometime in early spring. Students should prepare for scheduling and making course selections by talking with their parents/guardians.

Add/ Drop Policy - Change of Schedules

It is the policy at HHS that a student may drop a course during the first 5 school days of a course without consequence (college courses may have different standards). If a course is dropped after the first two weeks, the following applies:

1. If the student has a passing grade for the entirety of the course at the time of withdrawing, an "F" will be placed on the report card for the remainder of the course. At the end of the school year, a "W" will be placed on the student's transcript.
2. If the student has a failing grade the entirety of the course, or if the student has a failing grade at the time of withdrawing, an "F" will be placed on the report card and the transcript.
3. In #1 above, no co-curricular status is affected. In #2 above, the failing grade will impact co-curricular status when the next three-week grade assessment (eligibility check) is conducted by the activities director. Subsequent three-week grade assessments will not be affected by this particular failing grade.

Lost and Found Articles

Articles found in the school building or on the school grounds should be turned in at the office so the rightful owner may be located. Lost items may be found in the locker rooms or in the main office.

All books and personal belongings are to be kept in lockers during the school day. Any books, clothing, or other property left out will be picked up and be placed in the lost and found.

Student Services

The high school administration and staff are very aware of the need to preserve the health and well-being of our students. While we are not, and should not be a regular provider of health services, we do not attempt to provide those services that the law allows. The following student service personnel are available to all students: counselors, school nurse, and school resource officer.

Any health or other related problems occurring at school should be reported to the office. When more serious problems arise, the school will make every attempt to contact the parents or their designee for direction and/or permission to help the student. For that reason it is imperative that the school has a phone number where the parent can be reached at all times.

Health Records

Health records are kept on each child. If a child receives an immunization outside of school, the school should be contacted to have it recorded in school records.

For persons enrolling in grades 7 through 12 the statement must indicate that the person has received:

At least two doses of vaccine against measles, mumps, and rubella given after 12 months of age and not less than one month apart.

1. One booster of diphtheria tetanus, and pertussis after their eleventh birthday unless they have received one after their seventh birthday. The persons enrolling will not be able to attend school until documentation of these vaccines is received at the school office. For transferring persons into the school system, a time period of two weeks will be allowed for immunization records to be provided that indicate compliance with immunization requirements and/or for persons to obtain the requested doses of vaccine and provide documentation of vaccine dose to the school office.
2. A full course of Hepatitis A & B vaccinations must be given before entering high school. The meningococcal vaccination is also required and is usually given first at age 12.
3. The polio vaccine series must also be completed as well as the varicella vaccination typically administered in seventh grade.
4. The meningococcal vaccine must be completed before seventh grade.
5. A student must have the varicella vaccination or a statement signed by a physician that the student had chicken pox. We can no longer accept this statement from a parent.

Legally exempt to one or more of the required immunizations

Students whose parents or guardians are conscientiously opposed to any or all of the immunizations may submit a statement to that effect which exempts them from the immunization requirements. Any statement of exemption must be notarized by a notary public before submitting it to the school. This statement must also be forwarded to the commissioner of the department of health.

Overdose Medication

The Hawley School District does maintain a supply of opiate antagonists and the high school building does have two doses of nasal naloxone available. The school nurse is authorized to administer opiate antagonists.

Crisis Response Team

Hawley High School has established a Crisis Response Team. In the event of a death/crisis affecting HHS, the Crisis Response Team and staff will follow a specified plan to deal with the crisis. In the event of a crisis, please contact the building principal.

COMMUNICATION

Daily Bulletin

Daily bulletins will be posted and read during the third hour of each day. Students are to keep themselves informed by knowing what is in the bulletin. Announcements must be turned into the office prior to the start of each school day in order to be printed in the bulletin.

School Closings

It is possible that school may be closed on a regularly-scheduled school day due to severe weather, building failure, etc. In such cases, notification will be broadcast on local radio/television stations. The alert system will also be activated. Decisions about the closing of school due to weather are difficult ones as conditions may vary even within the district. HHS will also use instant alert to call homes and cell phones. It is important for families to update their accounts if phone numbers or e-mail addresses change.

Coaches will notify players if a game will be played. Please do not call the school.

The school website will also post all relevant weather-related information. The site can be located at www.hawley.k12.mn.us.

Access to Records

The school has on file all student grades, attendance records, and standardized test scores that have resulted from a student's work since he/ she began school. If a student has attended several different schools, these records have followed the students and are on file at Hawley High School.

The student and parent/guardian may see the contents of these records by making an appointment with the principal or guidance counselor. All Student Records will be treated in accordance with the provisions of Public Law 93- 380, passed by Congress in 1974, and Chapter 479 of the 1974 Sessions Laws of the State of Minnesota. These laws and the resulting procedures described also apply to the records of all graduates.

Grading Procedure

a. Report Cards

All grade reporting is available to all parents and students on-line. Paper copies will be mailed to any homes upon request. Essentially, the teachers' grade books specific to each child are available to parents and students. Quarter and final grades are posted as well. In addition, attendance and lunch information is listed.

b. Grade Point Averages

Point averages (GPA) are calculated based upon the following numerical equivalent for each grade:

A = 4.00	A- = 3.67	B+ = 3.33	B = 3.00
B- = 2.67	C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = .67	F = 0.00

To achieve the A Honor Roll a student must earn a mark point average of 3.66, and to achieve the B Honor Roll a student must earn a mark point average of 3.00.

c. Parent-Teacher Conferences

Parent- Teacher conferences will be hosted at the high school twice during each school year. They will be held two evenings in fall and again in late winter. Specific information about these events will proceed their scheduled date. In addition, school personnel or parents may request individual parent conferences as deemed necessary.

RULES & REGULATIONS

Internet

The use of computers in the Hawley public school system is a privilege that should be appreciated by each student. User accounts are given to students for educational purposes. Students assume full liability, legal, financial or otherwise, for their actions and the actions of others using their account whether knowingly or not. The Hawley Public School District 150, along with the other organizations sponsoring the school's internet link-up, will not be liable for the actions of anyone connecting to the internet through this hook-up and also takes no responsibility for any information that is transferred through it. The following actions are considered a violation of the computer usage policy:

- Viewing, sending, or downloading inappropriate material;
- Accessing chat rooms or messengers unless directed so by the teacher (i.e.: Google chat)
- Any forms of pirating (illegal distribution of software);
- Allowing others access to a student's user account;
- Any act that may be considered illegal or unethical.

The following consequences will result when a student is in violation of the computer usage policy:

- First Incident: A minimum of one-week loss of all computer privileges and a meeting between the student, parent(s) and principal or a complete loss of all computer privileges, depending on the severity of the violation, as determined by the principal
- Second Incident: A complete loss of computer privileges for the year and possibly the following year, as determined by the school principal.
- Third incident: if it occurs within two years, a complete loss of privileges for the year and possibly the following year, as determined by the principal.

When a student loses computer privileges for one week, the student will receive no points for computer work that is required to be completed in a class. When a student loses computer privileges for one year, the student will have to drop any classes that require computer work to be completed in class. When a student loses computer privileges (for one week or longer), all assignments that require a computer and are not required to be completed during class and will have to be completed on a computer outside of school.

Students and their parents/guardians will be required to sign an acceptable usage agreement at least one time during the high school years. Failure to sign and return this document will result in loss of computer privileges.

Student Behavior and Expectations

The principal may impose or recommend longer suspensions, expulsion, or other discipline as appropriate on a case-by-case basis. It should be every student's obligation and preference to stay

in school, but students must understand that they may be dismissed on any of the following grounds:

1. willful violation of any reasonable School Board regular;
2. willful conduct that significantly disrupt the rights of others to an education;
3. willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

In addition, students may be disciplined for off-campus conduct which disrupts, interferes, or otherwise affects the environment, activities, and operation of the school. Students should also realize that teachers and administrators may use reasonable Force to restrain or correct a student.

Without discipline in schools learning cannot occur; therefore, disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others. The following types of conduct are never permissible: truancy, threats, assault (physical, verbal, or written) fighting, defiance of school staff, the use of profanity, refusal to prepare assignments, gambling, vandalism and possession of weapons, dangerous objects, tobacco, alcohol and drugs.

Contact the building principal with any concerns regarding the discipline complaint procedures.

Students are expected to be in class by 8:20 a.m. and will be released at 3:13 p.m. Students are requested not to be in the building before 7 a.m. unless they are part of any early morning activity or have made prior arrangements to see a teacher or use the media center. Students must be out of the building before 3:30 p.m. unless they are in a supervisor activity. Students should be in their respective classrooms and not wandering or loitering in the halls while classes are in session.

In addition to the procedures listed above and those discussed in this handbook teachers may have other rules and expectations for student behavior to help maintain discipline in their classrooms. Students are expected to fully cooperate with teachers regarding these rules.

Lunch

Seventh and Eighth grade students may not leave the school grounds except to go home for lunch with prior approval from a parent/ guardian and the principal.

No student may drive, ride or sit in any motorized transportation during the school day or at lunch time. Students should remain in the commons areas during lunch. Students who eat the first lunch may go to the gym when available.

One exception to the rule above: On Fridays only (or the last day of the school week), seniors may drive or ride in a vehicle with another senior during lunch. Seniors may not transport

underclassmen and must be on time to their next period class. Failure to comply with the rules, both school and driving laws, will result in removal of the driving at lunch privilege.

School Meals: one breakfast and one lunch is provided for all students. Students will need to pay for seconds and ala carte items.

Attendance

The teachers, administration, and Board of Education at Hawley High School believe for education to be optimally effective, a regular attendance policy has been adopted that encourages students to be in school whenever possible, invokes parental involvement when necessary, and includes intervention from appropriate school and County Personnel in the process.

In general...

Students are responsible to determine whether or not they owed time for missed classes or other tardies (see below parentheses). However, the office will typically notify the students at least once each quarter if time is apparently owed. Students are required to arrange to make up time in the after- school program or with a teacher. In some instances, it may be arranged for a student to work with custodians and earn extra time for each hour served.

But also...

Upon the third unexcused absence from class in the semester a student may make up each unexcused absence on an hour-for-hour basis. It is the responsibility of the student to arrange the required make-up time with the principal. A student must also have all work completed in the class affected. In addition, a letter will be sent home with the attendance procedures.

Upon the seventh absence...

The student's name will be given to the Clay County Truancy Officer. The officer will likely meet with a student and make recommendations to the principal. When appropriate the officer will make contact with parents. In cases where chronic attendance problems arise, students and parents will be required to attend a meeting with the assistant county attorney. This is a preliminary step for the school to obtain a possible CHIPs order.

Consequences...

Upon the seventh unexcused absence from class in the semester the student will receive a failing grade* in the course if step two has not been fully completed. The exception to this rule will involve successful appeal through the student assistance team. A student must appeal in writing prior to the conclusion of the quarter and provide a written and detailed account of all absences.

* A failing grade shall be defined as one percentage point less than a "D-" in the course if the student has actually earned a passing grade or the actual percentage earned, whichever is lower.

Other

In addition, any of the following conditions apply:

1. A diploma may be delayed until completion of the entire semester is satisfied.
2. A loss of co-curricular activities shall be imposed and a student will be ineligible the remainder of the quarter for activities not required for grade (Example: A Band concert would be exempt).
3. Students may opt for independent courses through approved independent study programs at their expense.
4. Upon the 10th absence in a semester, a doctor's note will be required to excuse an absence.

Family Vacation Clause

Families who wish to take an extended vacation or students who wish to participate in non-school educational travel may, in advance, gain approval from the principal for a waiver of the policy. Approved absences will not count towards the five absences referred to above. Students are responsible for their work in advance. Some work may not be able to be made up (field trips, group projects, etc.). Parents should notify the high school office and students should notify teachers one week in advance for trips with the understanding that teachers may not have all the work prepared in advance.

Clarification

Absences that do not count toward any of the totals listed above:

1. School sponsored and directed activities
2. Extended periods of bereavement
3. Chronic or long- term illness as verified at the time of absences; in some instances, a note from a healthcare professional may be required
4. Rehabilitative stays conducted by Professional Services
5. Pre-approved vacations or educational travel
6. College visits prearranged by a counselor
7. In-school suspension

In addition, certain absences may be considered unexcused even if verified by a parent. Such as activities as senior pictures, working unless necessary to assist temporarily at a family business or farm, shopping, tanning, hair appointments, voluntary medical studies, and so forth.

Reporting an Absence

Parents are asked to call or email the school before 8:20 a.m. to report student absence for an entire or partial day. The student will also need a signed note from the parent upon return to school restating the reason for the student absence when absent for multiple days.

Appointments

If a student is going to miss school for an appointment, the student will need to submit a note from the medical provider's office upon return in order to have the appointment excused.

Tardies

Students arriving late to school or leaving early must check in or out with the office personnel. If a student is tardy (unexcused) three times for a class without a signed admittance pass, that student will make up time during the quarter. Students who fail to complete this will lose their passing grade in any class affected.

Messages and Use of Telephone

From time to time it will be necessary to get a message from home to a student at school. We invite you to call if we can help in this regard. Please be aware that students will not be called from class for anything other than an emergency message. Non-emergency messages will be delivered to the student.

Request for Homework

It is appropriate for a parent/guardian of an absent student to request homework to be gathered by office personnel. The first option would include checking the website and, if necessary, e-mailing a teacher for more exact info. We do our best to help keep the student current in his/her academic work. Please remember several things when making the request:

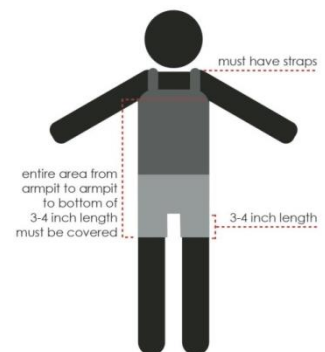
1. Please don't request homework for a single day's absence. Only if it appears that an absence will be two days or longer should homework be requested.
2. Make a request early in the day through the secretaries in the main office of the high school. Teachers can not interrupt class sessions to complete homework assignments for absent students.
3. Plan to pick up homework assignments at the end of the school day from the office personnel in the main office.
4. If homework is requested and collected, please help to assure those assignments are done, or at least attempted, when the student returns. If the student is too ill to attend to homework, delay the request.

Attire

Determining inappropriate clothing will be the sole discretion of the teachers and principal. Student clothing should be neat, clean, and free of objectionable language, language pertaining to sexual preference, or that which denounces a person's race or religion.

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

- headgear of any kind (unless it is used to cover a medical condition or if it is worn for strict religious doctrine)
- spiked accessories or jewelry;
- chains heavier than a watch chain;
- backless garments;
- short skirts or shorts (see image)



- clothing that exposes a bare midriff or visible cleavage;
- spaghetti straps;
- see-through clothing;
- exposed underwear;
- sunglasses;
- contacts that do more than slightly alter the color of one's eyes.

It should be noted this applies when a student is seated as well as standing. Shoes are required at all times.

Study Hall Procedures

Study periods will be available to some seventh and eighth graders in the music rotation. Otherwise, all students will only have study periods during TEAM. Students who need to attend TEAM in a room not designated as their team room (to make up tests, access a computer, etc..) will need to have a pre-signed pass when they arrive at their TEAM rooms.

Agenda Books

Agenda books will be made available to students in grades 7 & 8 only. These books should be kept in good condition and will be void of any derogatory or inappropriate inscriptions or pictures. Books deemed inappropriate will be confiscated.

Students in grades 9-12 may purchase for an agenda for a nominal fee.

Visitors

Any person other than Hawley High School students, staff or Board of Education personnel are regarded as visitors and must report to the office for clearance before going anywhere in the building. Enrolled students may not have a visitor attend classes during the day unless it has been previously arranged with the principal.

College Visits

Junior and senior students are permitted two days to visit post-secondary institutions or for job interviews over the span of two years provided they have prior permission for the principal or school counselor. All visits must be made prior to May 1. At the principal's discretion, additional days may be granted.

Food and Beverages

Food may be consumed in areas designated for such use. Eating candy or drinking pop/energy drinks during class is strictly forbidden. Beverage containers that can't be closed or sealed are not allowed to be placed in lockers or allowed in classrooms.

Food should not be consumed in the junior high hallways. Students are expected to keep the hallways clean.

Fire/Tornado Drills

Fire, tornado and security drills at regular intervals are required by law and are an important safety precaution. Fire escape plans are posted in each of the classrooms. When the fire alarm is sounded, building personnel will immediately inspect the cause of the alarm. An announcement will soon follow directing the actions students and teachers should take. Fire extinguishers and alarm systems are placed throughout the building for the safety of all concerned and are not to be tampered with it anytime. The misuse of such equipment is a violation of state law.

Tornadoes could be a distinct weather problem in our area. If a tornado warning is given, instructions will come over the intercom system and students will be told by the administration what safety measures would need to be followed.

Prohibited Technology

During the school day, 10-12 grade students will be allowed to carry cell phones but may only use them in class if they are authorized by the teacher to do so. The teacher may also require students to put their cell phones in a cubby during class to eliminate the distraction.

During the school day, 7- 9 grade students will be allowed to have cell phones but they must remain in their locker during class; this includes when they leave the classroom to use the restroom, etc.

All students who bring other electronic devices must leave them in their lockers after 8:20 a.m.. Confiscated cell phones may be checked to see if they had been used for cheating or other inappropriate activities. Also, confiscated cell phones will be held in the office during the school day. Failure to turn over a cellphone when not following classroom procedures will result in removal from the class until a resolution is reached which will include checking their phone into the office every morning for the next five school days. No photos or video of any student or staff should ever be taken without their consent. Failure to adhere to this may result in the confiscation of a phone. If a student's cell phone is confiscated multiple during the school year, a parent/guardian will be required to pick up the device upon the third and subsequent violations.

Using district owned devices for non-school purposes is prohibited.

Make-up Policy and Incompletes

Any work missed because of an absence or participation in school activities must be made up. One day will be allowed for making up work for each day of absence. It is the student's responsibility to ask for make-up work, and it is the student's responsibility to see that the make-up work is turned in on time. Work turned in after the time allowed for makeup will be penalized. Work not turned in after two weeks automatically becomes a zero. All work is due on the last day of the quarter unless a teacher agrees to make an exception for special circumstances. No incompletes will be carried into the next quarter with the exception noted above. Individual teachers may have and implement their own procedures and policies for handling late work.

In-School Suspensions

Students on in-school suspension will be assigned to an area from 8:15 a.m. to 3:15 p.m. The student will be isolated from other students and must be doing the work assigned to them, as the work will be due upon the students return to the class. The student will not be allowed to participate in breaks or leave the building and will eat in the area determined by the principal. Students are not allowed to have their cell phones during I.S.S.

Out-of School Suspension

In some cases the interest of the school and/or the student may be best served if a suspension is served out of school. In such cases, the school will rely upon the parent/guardian to support the suspension effort by supervising their child who is temporarily removed from the school.

When a student is notified of his/her suspension the student must make the effort to see the teacher about the work he/she will be missing. Upon return to school the work is expected to be completed. No extra time will be given for this type of absence.

Threats/Harassment

Students deserve to attend school and study in the atmosphere free of threats, teasing, verbal and physical abuse, and other forms of harassment. Students who violate the others rights will be subject to conference with the school counselor and the principal. Depending on the severity of the initial complaint, and for all consuming complaints, violators may be given detention, suspended, expelled and/or charged through civil proceedings.

Medications

Parents or the family physician must provide all prescriptive and non-prescriptive medications. School personnel will not provide students with any medication. This includes pain relievers, cough suppressant, etc. if a student must take a prescriptive medication, he/she must bring the medication to the office with written instructions from the physician.

Inhaler exception

Students can self-administer medications that are prescription asthma or reactive airway disease medications self-administered by a pupil with an asthma inhaler if the district has received written permission to administer the medication to the pupil. The parent must submit written authorization for the people to self-administer the medication each school year.” MS 121A.22 Subd.1. “Written authorization from the pupil’s parent permitting the pupil to self-administer the inhaler is properly labeled for that student, and the parent has not requested school personnel to administer the medication to the pupil. The parent must submit written authorization for the pupil to self-administer the medication each school year.” MS 121A.22 Subd. 2

Hats/Coats/Backpacks/Blankets

No hats, coats or blankets are to be worn in the classroom, unless authorized by a classroom teacher. Backpacks are not allowed in the classroom.

Academic Honesty

All work submitted by students should be a true reflection of their effort and ability. If the submitted work is not, then the student has manifested unacceptable academic behavior. Cheating is a serious compromise of a student's integrity, and it will not be tolerated. If cheating is discovered, the students' work will be confiscated. A failing grade will be recorded for the work and the parents will be notified. If a student is found to have cheated a second time or is involved in a particularly serious Act of cheating, the student will be dropped from the course. Academic honesty includes the citing of all sources used.

School Printing/Copying

Students should not expect to use school copiers or printers for private use. For example, arrangements for printing graduation announcements should be made outside of school.

Bus Transportation

Students may lose the privilege to ride a school bus for disciplinary infractions.

- First incident: warning
- Second incident: 5 day suspension
- Third incident: 10 day suspension

The principal has discretion to increase the consequence depending on the severity of the offense.

Senior Academic Acknowledgement

Beginning in 2015, a valedictorian and salutatorian were no longer recognized. Instead, the following areas of distinction may be earned by graduates:

- Cum Laude 3.25-3.499 GPA
- Magna Cum Laude 3.5-3.749 GPA
- Summa Cum Laude 3.75-4.0 GPA

Commencement speakers will be selected by the faculty.

Class rank still exists and may be used for college application purposes. The class rank for seniors is determined after the 3rd quarter in order to prepare for commencement and scholarship opportunities.

Use of Video Recording Equipment

Students should be advised that the high school and some buses utilize video surveillance equipment, there will be instances where the images captured by this equipment will be utilized in various capacities. Data collected is the property of ISD 150 but may be shared with law enforcement or other entities when it is deemed prudent to do so. Data will, when necessary, be used in disciplinary situations and to determine participants in various matters. Data will not be shared in a frivolous manner with any agency or persons outside of the district.

CO-CURRICULAR ACTIVITIES

Activity

Below are organizations and clubs currently available at Hawley High School on a co-curricular basis. Several functions are in conjunction with the academic programs, but are open to any interested students.

Yearbook Staff	Art Club	Close-Up
Drama/Theater	Prom Committee	FFA
Jazz Band	Pop Singers	Trap Team
River Watch	Science Olympiad	MHS (MN Honor Society)
Knowledge Bowl	Speech	PaY (Philanthropy and Youth)
Student Council	Archery	Congressional Debate
Fishing League	E-Sports	

Athletic

Sports are offered for student participation at Hawley High School at every level and are open to anyone who wishes to participate.

Baseball	Boys Basketball	Girls Basketball
Cross Country	Dance	Football
Girls Golf	Boys Golf	Girls Softball
Boys Track & Field	Girls Track & Field	Girls Volleyball
Wrestling		

Note: Many activities and sports require the payment of a fee. Also, there will be a meeting for coaches, players, and parents at the start of each year.

All students participating in those co-curricular activities sponsored by the Minnesota State High School League (MSHSL) must follow the rules of the league. These activities include athletics, dance team, band and choir contests, speech, drama, and FFA. Students participating in these activities must also attend an eligibility meeting in person or online before participating. (See MSHSL) These rules apply to junior high activities also.

Participation in co-curricular activities is encouraged. These activities are great learning experiences for our children and provide them with development of social skills.

Students must be in school a minimum of four entire class periods to participate in any extracurricular activity that day or evening.

Furthermore, eligibility for participation may be limited by academic standing, disciplinary matters, and enrollment status. If students have any questions about eligibility for participation they should contact the principal.

Academic Eligibility Policy of Hawley High School

Any student who receives one D and one F or I (incomplete) at the time regular process reports are issued (every 3 weeks) or at the end of a quarter or semester grading period shall lose eligibility to compete for a minimum of 1 week. During the time of ineligibility, the student may be allowed to practice or scrimmage but will not be allowed in a contest or activity.

After 1 week eligibility may again be restored if the student has passing status in at least one of the failed classes. This will be attested to by the teacher/teachers who issued the failing grade originally. (If the student still failed both classes, and eligibility continues.)

It will be the student's responsibility to secure evidence from the teacher/teachers posing status. After regaining eligibility the student shall remain eligible on a week-to-week basis as long as passing grades are maintained. This policy shall include the final grades of the sixth grade class. Ineligibility periods run from Wednesday morning to the following Wednesday morning.

Appeal Procedure

Any student not meeting the above academic standard may appeal in writing to the activity director or building principal to have the student's eligibility reinstated because of special circumstance. A committee made up of the principal, activity director, counselor, and teachers involved in the failing grades will determine eligibility after the appeal is heard. (Appeals may also be made by teachers, coaches, and parents/guardians.)

Sportsmanship

a. Expectations

- i. All students of the Hawley School System shall demonstrate the appropriate respect for both the participants of the game and for all other spectators by

remaining at their seats until half times and end games students will not come on to the floor when the game is in play.

- ii. All students of the Hawley school system shall demonstrate sportsmanship and respect by not booing or shouting at officials.
- iii. All Spectators shall demonstrate respect for the property of others by not kicking or stomping on the bleachers.
- iv. In order to expect good sportsmanship and respectful behavior from our student/spectators, we can expect no less from our student/spectators.
- v. In order to expect sportsmanship and respectful behavior from our student/spectators, we can expect no less from our role models/ coaches.
- vi. The parents of all Hawley students shall receive an effective communication of our standards and rules for their children's behavior at games and the likely discipline if those standards and rules are not followed.

b. Acceptable and Unacceptable Behaviors

- i. All students remain seated until halftime and between games unless they have an emergency.
- ii. Students are expected to remain in the same bleacher section during the entire half of the play.
- iii. Students are to stay off the playing floor at all times.
- iv. Students will refrain from booing officials.
- v. Students will refrain from making negative comments about the performance of players of both teams.
- vi. Students will not throw items onto the playing floor.
- vii. Students will stand at attention during the playing/singing of the National Anthem.
- viii. Students are encouraged to cheer and support players from their team in positive ways.
- ix. Cheerleaders are to share time for cheering / performing during timeouts and between quarters.

c. Consequences of Unacceptable Behaviors

- i. Students acting in an inappropriate way will be asked to conform to proper rules for sportsmanlike Behavior.
- ii. Students that have been warned but continue to act inappropriately will be asked to leave the gymnasium.
- iii. Repeat offenders will have additional restrictions placed on the future attendance at Hawley games.
- iv. Elementary students acting inappropriately may be told to sit with their parents.
- v. Repeat offenders among elementary students will also have restrictions placed on them for future games.
- vi. Severe acts of inappropriate behavior will result in the immediate expulsion from the gymnasium.

- vii. Students fighting will be removed from the gymnasium immediately and dealt with by the principal.
- viii. Police will be called if the situation warrants.

Co-curricular programs exist for the development of skills, attitudes, self-esteem, and social values that are intended to enhance the physical, social, emotional, artistic, and the intellectual growth of our young people. The purpose of the above policies are to provide assurance that our students and parents are informed of the standards of academic and conduct that are expected of the young people who represent Hawley High School.

DISTRICT POLICIES

Dangerous and Harmful Substances

a. Alcohol

Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school sponsored activities. Law enforcement will be notified immediately.

b. Drugs

Students are prohibited from using, possessing, Distributing, or being under the influence of illegal drugs or narcotics at school, on school grounds, or at school sponsored activities. This includes drug paraphernalia. Law enforcement will be notified immediately.

c. Tobacco & Vaping

Tobacco use and vaping by students is prohibited at school, on school grounds, or at school sponsored activities. Hawley High School is a smoke-free building.

d. Harmful or nuisance articles

The Possession or use of articles that are nuisances, illegal, or that may cause harm to the persons (including guns and knives) or property is prohibited at school, on school grounds, or at school sponsored activities. The principal will have discretion in determining whether an item may be harmful or a nuisance. District policies cover most circumstances. Also, on a case-by-case basis, Administration will determine the Threat Level and/or likely intended use of any prohibited items brought to the school and may take this into consideration when determining an appropriate disciplinary response to each situation.

Threats and Harassment

a. Hazing/Bullying

“Hazing “means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into

or affiliated with a student organization, student group, or for any other purpose. Bullying includes any physical, verbal, or emotional threat to harm another student.

The terms “hazing” and “bullying” includes, but are not limited to:

- Any type of physical brutality.
- Any type of verbal brutality.
- Any type of physical activity which contains an unreasonable risk for any person or property.
- Any activity involving the consumption of alcoholic beverages, drugs, tobacco products or any other Foods, products, or substances that can be considered as harmful.
- Any activity that intimidates or threatens a person with ostracism, that subject a person to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental or physical health or Dignity of a person.
- Any activity discouraging any person from remaining in school.
- Any activity that directly or indirectly violates School District policies or regulations.
- Any activity that directly or indirectly violates state, federal or international law.
- Any harassing bullying internet activity, even if conducted outside of school and outside of the school day, may be dealt with by school officials if it substantially creates a disruption or diminishes a student's (or students’) educational quality or daily experience at HHS.

If an active hazing occurs I must be reported to an appropriate School official. Any person denying or lying about an active hazing, or instigating any other person to do so offends this policy.

The school district will discipline or take appropriate action against any person, including District employees, who retaliates against any person who reports, testifies, assists, or helps to investigate any act of hazing.

The school district will also take and authorize any action necessary to investigate any case of hazing and to discipline all persons responsible.

b. Sexual Harassment

Is the policy of the Hawley School District to strive for a learning environment for students and employees that is free of sexual harassment, sexual violence, and sexual bias. Any action toward or by a student of this district to harass through contact or communication of sexual nature or to be sexually violent or biased as defined in the policy and procedure shall be a violation of this policy.

Also, undue display of affection is not consistent with the learning atmosphere we maintain in the school. As a school we reserve the right to insist that students refrain from kissing, petting, embracing or any sexual touching while in the public environment of the school.

Bullying Prohibition

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
1. on the school premises, at the school functions or activities, on the school transportation;
 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.
- Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.
- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

The full policy that includes definitions, reporting procedures, etc. can be found on the school district website under "School Board" → "Board Policies".

Title IX

It is the policy of Independent School District No. 150 not to discriminate on the basis of sex in its education programs, activities or employment policies as required by Title IX of the 1972 Education amendments. Inquiries regarding compliance with the Title IX may be directed to Kelly Anderson (Phone: 483-3555 ext.1022) or to the director at the office for Civil Rights, Department of Health, Education, Welfare, Washington, DC.

MISCELLANEOUS INFORMATION

Academic Letter Policy

Students in grades 10-12 may earn an academic letter if they maintain a designated cumulative grade point average (GPA) of 3.5 or higher. *This coincides with the Presidential Academic Award criteria.*

Perfect Attendance Awards

Students in grade 7-12 who have not missed any school during the year will be eligible for a perfect attendance award. This does not count missing a date for a school-sponsored event.

Directory Information

The superintendent, principal, or counselor may provide information on students to the military, colleges, photography businesses, and similar institutions. Information will be limited to name, address, telephone number, grade, and names of parents or guardians. During sports seasons, this information plus height and weight may be available on athletic program.

Students and parents or guardians may opt out of this distribution by contacting the High School office.

School Dances

School-sponsored dances will be held for HHS students in these ranges: grade 7-8, grades 7-9, or grades 9-12. Junior High students will not be admitted to high school dances. If a student brings an out of school guest they must be signed up in the office prior to noon on Friday. Doors will lock one hour after the start of the dance.

Online Courses

Online classes, both for college credit and high school credit only, may be available. No student will be allowed to take an online course if that course is available at HHS. An exception to this can be made by the principal and counselor if particular circumstances warrant. During the hour(s) that a student is taking a class through an online high school or homeschool program, they aren't considered a Hawley student for that hour(s). Homeschool and online high school

students will not be allowed in the building during the class period(s) that they are not HHS students. Students who are participating in PSEO are considered Hawley students and are allowed to be in the media center during their PSEO hour, although they are not required to be in the building.

Senior “Pranks”

Senior students who engage in end-of-the-year pranks that result in district personnel cleaning or rectifying any situation may be held financially responsible for the time and materials extended. The same students may also lose one or more of the days as seniors traditionally do not have to attend school at the end of the year. In addition, participation and commencement could be revoked. All judgment on matters related to this will be made by the building administration.

Prom

The prom is for HHS Juniors and seniors and their dates. No students younger than grade 10 will be allowed to attend nor older than age 20 and may not be more than one year out of high school. To be eligible to attend proms students must be in school all periods during the Friday prior to prom. Only illnesses for which a parent calls in in the morning of and bereavement will be excused for the sake of this policy. All students planning on attending prom must have their class dues paid before they will be allowed to attend the Grand March. No students will be allowed to leave and re-enter the building during the prom festivities.

Prom decorations are to be left intact during the entire dance. Students who destroyed the decorations will leave the dance and will be charged with vandalism.

Transportation to Events

Students taking part in school activities are to travel to and from events on school-sponsored transportation. Failure to comply will result in disciplinary action. The activity sponsor may grant the participant permission to travel home with their parents only after the parents have contacted the activity sponsor in writing and in person. Any exceptions must be approved by the principal prior to the event.

Season Activity Passes

At the beginning of each school year, season passes will be offered to those wanting to take advantage of the savings for all the home varsity contests. The cost for students is \$55 and adults is \$85. Passes may be purchased in the school office or at varsity events.

Class Officers

Sophomores, juniors and seniors will elect a class president, vice president, and secretary-treasurer. Any student who chooses to run for any of the above offices may do so. They must pick up a petition, get signatures of classmates, have one class advisor sign them, and turn the petition into the office to get their name on the ballot. Officer elections will be held during the first two weeks of school.

Notice of annual review...

This handbook was reviewed and modified by the high school principal, and the high school leadership team, and, in part by the student council. It was approved by the school board in June 2024.

HHS PHONE EXTENSION NUMBERS

Staff

Anderson, Kelly 1156	Hegna, Judy 1090	Olson, Carol 1151
Brager, Nathan 1144	Hinrichs, Jon 1209	Olson, Dylan 1150
Brenna, Alyson 1132	Jeral, Kim 1215	Olson, Shannon 1127
Brenden, Jill 1133	Johnson, Noah 1134	Pasche, Steve 1148
Critchley, Steph 1126	Klingfus, Sara 1135	Raaen, Kailee 1149
Esterby, Bill 1153	Kopacek, Kirsten 1145	Sanger, Jared 1133
Giere, Terri 1157	Kvebak, Kendra 1205	Sandness-Boeshans, L. 1155
Gunkelman, Ben 1207	Ludwig, Michaela 1211	Schenck, Molly 1146
Hanson, Keith 1210	Mayer Schmit, Brett 1117	Stewart, Ann Marie 1147
Hanson, Shelly 1152	Mies, Scott 1217	Swanson, Dave 1129
Hager, Tara 1143	Morken, Laura 1130	Ulven, Kim 1213
Haugen, Aaron 1212	Naatz, Peder 1105	Wollin, Peter 1201
Haugen, Travis 1214		

District Office

Jenson, Phil 1103	Beringer, Maria 1103
Rehder, Bobbi 1100	Cusey, Tami 1101

Hawley Elementary 218-483-3316

Hawley High School 218-483-3555

District Fax Number 218-483-3510

Hawley Elementary Principal's E-Mail Address cellingson@hawley.k12.mn.us

Hawley High School Principal's E-Mail Address kanderson@hawley.k12.mn.us

Hawley Superintendent's Email Address pjensen@hawley.k12.mn.us