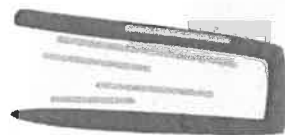


EDEN VALLEY WATKINS SECONDARY SCHOOL

STUDENT HANDBOOK



2026-2027



WWW.EVW.K12.MN.US



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Dear Students:

Welcome to the 2026-2027 school year at Eden Valley-Watkins High School. The staff is looking forward to working with you in making this a rewarding year for everyone attending EV-W.

This student handbook is in consolidation of the numerous policies and procedures that are followed at our high school. All pupils are expected to read this document completely and become familiar with its contents. If you have any questions, please contact me at your convenience.

Sincerely,

Dave Schneider
EV-W Secondary Principal

Eden Valley–Watkins School District Strategic Plan

Vision Statement

The Eden Valley–Watkins school district will serve as an educational model of excellence.

Mission Statement

The Eden Valley–Watkins School District will provide quality learning opportunities in a safe environment that enables students and staff to excel in a global society.

Core Values

The Eden Valley–Watkins School District is committed to:

Excellence: challenge stakeholders to maximize potential

Academics: enhance developmental opportunities for all

Goals: focus on desired results

Leadership: inspire and lead new and challenging innovations

Equity: that is just, impartial, and fair

Stewardship: administration of finance and community partnerships

Priorities

- Academic Opportunities and Professional Development
- Safety, Security, and a Welcoming Environment
- Enhancing and Utilizing Technology
- Strong Fiscal Policies and Procedures
- Community Service and Partnerships
- Enhancement of Facilities, Structures, and Space

Title IX and Section 504

ISD 463 Eden Valley-Watkins does not discriminate on the basis of sex in its educational programs, activities, and employment policies as required by Title IX of the 1972 Educational Amendments. In addition, school settings are protected from discrimination on the basis of disability from all school programs and activities in accordance with the Rehabilitation Act of 1973. Inquiries regarding Title IX and Section 504 may be directed to:

Title IX Coordinator: Joel Baumgarten, Superintendent
Eden Valley-Watkins School District
298 Brooks Street North
Eden Valley, MN 55329
(320) 453-2900 extension 1143

Title IX Alternate: Holly Hansen, Activities Director and Dean of Students
Eden Valley-Watkins School District
298 Brooks St North
Eden Valley, MN 55329
(320) 453-2900 extension 1159

Section 504 Coordinator: Cassy Lahr, ADSIS Administrator
Eden Valley-Watkins School District
298 Brooks Street North
Eden Valley, MN 55329
(320) 453-2900 extension 1204

Religious, Racial, and Sexual Harassment

Eden Valley-Watkins prohibits any form of religious, radical, or sexual harassment, violence, hazing, or any form of discrimination. The district will act to investigate all complaints and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy. The following individuals have been designated to address inquiries regarding religious, racial, and sexual harassment:

Title IX Coordinator: Joel Baumgarten, Superintendent
Eden Valley-Watkins School District
298 Brooks St North
Eden Valley, MN 55329
(320) 453-2900 extension 1143

Title IX Alternate: Holly Hansen, Activities Director and Dean of Students
Eden Valley-Watkins School District
298 Brooks St North
Eden Valley, MN 55329
(320) 453-2900 extension 1159

2026-2027
EDEN VALLEY-WATKINS DISTRICT and SECONDARY SCHOOL PERSONNEL

**DISTRICT ADMINISTRATION and
OFFICE PERSONNEL**

Joel Baumgarten, Superintendent
Alisa Woolcott, Business Manager
Holly Lahr, Payroll and Personnel Specialist
Tracey Neugart, Accounting and Administrative
Assistant

DISTRICT TECHNOLOGY

Adam Langer

COMMUNITY EDUCATION

Kelsey Magedanz, Director

**SECONDARY ADMINISTRATION and
OFFICE PERSONNEL**

Dave Schneider, Principal
Holly Hansen, Activities Director and
Dean of Students
Cassy Lahr, ADSIS Administrator
Becky Stenger, Administrative Assistant
Char Frank, Administrative Assistant

STAFF

STUDENT SERVICES

Meghan Braegelmann, Counselor
Haley Miller, Social Worker
Catherine Birr, Nurse
Sarah Geislinger, Student Services Assistant

**CURRICULUM and ASSESSMENT
COORDINATOR**

Melissa Notch

AGRICULTURE

Tracy Huhn
Tyler Warren

FAMILY and CONSUMER SCIENCE

Leah Hendricks

ART

Gerry Kulzer

ENGLISH

Renae Ward
Liz Otto
Austin Willey

MUSIC

Kim Salo
Kris Latcham

MATHEMATICS

Rachel Neu
Stephanie Borscheid
Blake Rasmussen
Jolene Schmitz

**HEALTH and PHYSICAL
EDUCATION**

Dan Berg
Sam Oehrlein

SCIENCE

Dave Dziengel
Andi Frank
Jason Louwagie

2026-2027
EDEN VALLEY-WATKINS DISTRICT and SECONDARY SCHOOL PERSONNEL

SOCIAL STUDIES

Tom Jansen
Ryan Tri
Jodi Penk

SPECIAL EDUCATION

Rebecca Kuechle
Janelle Dziengel
Amy Haag
Amanda Forcier
Deidra Hiltner
Stephanie Borscheid
Lisa Ludwig
Haily Anderson

GERMAN

Donna Orbeck

COMPUTER LAB TECHNICIAN

Sue Laumer

MEDIA CENTER

Sarah Geislinger

KITCHEN

Amanda Bruntlett, Food Service Director

PARA EDUCATORS

Mindy Blommer
Deb Stoppelman
Ray Schoenherr
Nissa Pfeiler
Melissa Kapoi
Kim Wendroth
Leah Schmitz

MAINTENANCE/CUSTODIANS

Peter Stenger
Jerrod Nohner
Pat Milliman
Sharon Jochum
Agveda Sosa
Scott Kron

Class Advisors

2026-2027

Grade 12

Liz Otto
Jodi Penk
Dave Dziengel

Grade 9

Steph Borscheid
Jason Louwagie
Jolene Schmitz

Grade 11

Rachel Neu
Andi Frank
Sam Oehrlein
Kris Latcham

Grade 8

Leah Hendricks
Tom Jansen
Renae Ward

Grade 10

Tyler Warren
Donna Orbeck
Tracy Huhn

Grade 7

Blake Rasmussen
Ryan Tri
Austin Willey

POWERGRADE

PowerGrade is an electronic grade book that teachers use to enter student assignments and scores. Through accessing the Parent Portal using a web browser, parents have the capability to review their son's and/or daughter's academic progress in all of their classes at any time. In addition, automatic student progress reports can be sent home via e-mail, if requested. At the beginning of the school year, parents will be given an individualized password to enter the system.

TEACHER HOURS

If you have any questions concerning your class work, talk with your instructor. Teachers are available for individual help before, during, and after school between 7:30 a.m. and 3:30 p.m.

HONOR ROLLS

Our school has an honor roll for the junior and senior high students. In order to qualify for the "A" honor roll, a pupil must have an average of 3.666 or better and no mark lower than an 80%. For the "B" honor roll, an individual must have an average of 3.0 or better and no mark lower than a 70%.

HOW GRADES ARE AVERAGED

To determine eligibility for the honor roll and to compute yearly average for each class, the following scale is used:

Points & Credit Table by Percentage

Percent	¼ credit	Percent	¼ credit	Percent	¼ credit	Percent	¼ credit
99-100	4.000	89	3.500	79	2.600	69	1.600
98	4.000	88	3.417	78	2.500	68	1.500
97	4.000	87	3.333	77	2.400	67	1.400
96	4.000	86	3.250	76	2.300	66	1.300
95	4.000	85	3.167	75	2.200	65	1.200
94	4.000	84	3.083	74	2.100	64	1.100
93	3.917	83	3.000	73	2.000	63	1.000
92	3.833	82	2.900	72	1.900	62	0.889
91	3.750	81	2.800	71	1.800	61	0.778
90	3.667	80	2.700	70	1.700	60	0.667

All courses are graded as semester length units. Honor rolls are published at the end of each quarter and semester. Class rank is calculated at the end of each semester, too.

GRADING

A. Seventh and eighth grade pupils who fail a class may be required to repeat it the following year. Students who do repeat a course will do so by either quarter or semester. Whether or not a class will be repeated depends on the person's needs as determined by the principal.

B. Students in grades nine through twelve, who fail a required class, must repeat it by quarter. Alternatives may be issued according to individual needs. Ninth through twelfth graders who fail an elective course must repeat either that course or substitute another in its place.

- C. Senior high youth may drop a course at the end of a quarter providing an alternate schedule consistent with school policy can be arranged.
- D. All independent classes will be offered on a pass/fail basis. Upon their completion, a 60% grade will be recorded on a transcript.
- E. Any form of cheating or plagiarizing on schoolwork is not accepted. Each teacher will be responsible for setting his or her own classroom policy.
- F. Every effort will be made to inform parents and students of an impending failure. **During the fifth and seventh weeks of the quarter, notices of deficiency and failure will be communicated to parents.** In some cases, however, it is not possible to anticipate failure. An example of such a situation could be for when passing a course is dependent on a final grade or project even if other work is satisfactory. Obviously, in cases like this, advance notice is not possible, and it is the person's responsibility to maintain passing work.
- G. Final grades are not weighted for the purpose of class rank..

INCOMPLETES

Students are expected to complete all work within the quarter. Generally, incompletes are possible when an individual has a legitimate reason for not completing required work (i.e. medical, personal issues, family tragedy, etc.). Should an incomplete be needed, the pupil must make a written request and submit it to the principal prior to the conclusion of the quarter. The form to be used for this purpose is located in *Appendix A*. Upon receiving it, both the classroom teacher and principal will meet to determine the validity of the request, and if warranted, will together create a plan to assist the individual. A week will be provided to make up work. If it is not done during this time frame, a grade of "F" will be issued.

CLASS LOAD

Pupils are required to take a minimum of six classes per day. Seniors who have earned enough credits for graduation are also required to take a full academic load.

CONCURRENT ENROLLMENT – COLLEGE IN THE SCHOOL (CIS)

College credit earned through Concurrent Enrollment/CIS is offered through partnerships with the University of Minnesota, St. Cloud State University, Southwest Minnesota State University, Ridgewater College, Central Lakes Community College, St. Cloud Technical and Community College, and North Hennepin Community College. When enrolled in these courses, juniors and seniors are eligible to receive both high school and college credit for free while attending EV-W. Reference the Registration Guide for more details.

Students that are enrolled in CIS classes are eligible to have flexibility during "Office Hours" day, with parent permission. Reference the attached link for more details -

Link: [College In the Schools \(CIS\) - EVW Office Hours Procedures and Permission Slip](#), Appendix G contains a copy of the form to be used.

INDEPENDENT MUSIC CLASS PARTICIPATION

Juniors and seniors will have the opportunity to enroll in independent music classes for unique scheduling situations. Enrollment will ONLY occur when advance permission has been obtained. *Appendix B* contains a copy of the permission form to be used in completing this process.

Students wishing to participate in an independent music class must meet the following criteria.

1. Juniors and seniors are only eligible for it.
2. Enrollment will only be allowed for special circumstances, schedule conflicts, and unique needs. (Note- It will not be permitted to “load up” on classes during the junior year to have a “lighter” schedule senior year.)
3. Prior to registration, initial approval must be obtained from the counselor. This must be followed with approval from the music department, classroom teacher, and principal.
4. Participation in an independent music class schedule will require an individual to meet with band and/or choir instructors a minimum of one day per week.

ONLINE COURSES

Students interested in pursuing online course options must obtain permission from the school counselor and classroom instructor overseeing the class. In addition, specific requirements for participation are as follows.

1. Login using your regular school username and password. If this is your first online class, you will be required to watch a tutorial at the beginning of the course.
2. Login must occur, at a minimum, 3 times per week.
3. Login may occur at any time during the day.
4. You may work in the media center, computer labs, or other study areas. When at the senior bench, work must be completed on a device.
5. If an individual is not making progress at fifth and seventh week, he and/or she will receive a progress report. Should satisfactory progress not be attained at the conclusion of the quarter, the pupil will be removed from the online class and assigned a regular class.

LENGTH OF SCHOOL DAY

Minnesota law requires that every student in a public high school be enrolled a minimum of SIX CLOCK HOURS PER DAY not including noon hour or breaks between classes. The only exceptions to this law are those situations in which persons are enrolled in an approved work experience program, an IEP program, or receive administrative approval. If an individual is not enrolled at least six hours per day, the attendance requirement is not being fulfilled and credit cannot be issued. Our school day runs from 8:17 a.m. to 3:12 p.m. and consists of the following schedule:

CLOCK SCHEDULE FOR EV-W SECONDARY SCHOOL

Period 1:	8:17-9:04 a.m.
Period 2:	9:09-9:56 a.m.
Period 3:	10:01-10:48 a.m.
Period 4:	10:53-11:40 a.m.

SOAR HOUR: 11:40 a.m.-12:40 p.m.: Lunch and Academic Enrichment

SOAR A	11:43-12:07 p.m.
SOAR B	12:11-12:35 p.m.
Period 5:	12:40-1:27 p.m.
Period 6:	1:32-2:19 p.m.
Period 7:	2:24-3:12 p.m.

S.O.A.R. HOUR

S.O.A.R. Hour (Strive for Excellence, Own our Actions, Act Responsibly, and Respect Others) is a 30-minute lunch and 30-minute study period available to students each day which will run from 11:40 a.m. -12:40 p.m. This session will be academic-focused and also provide time for clubs and organizations to meet, if necessary.

Students will be required to physically report to their advisor everyday to take attendance and have their academic progress checked by their advisor teacher. Any students who are passing all of their classes will be able to leave their advisor's room for the remainder of SOAR hour. Any students who are not passing all of their classes will be required to stay in their advisor's classroom for the remainder of their advisor period, so they can get extra support academically. Normal attendance policies and consequences will apply to the advisor time period.

In the event that a student is not behaving appropriately, staff have the authority to require students to stay in their advisor classroom or report to an assigned location during SOAR hour, even if they are passing all of their classes.

Advisor Times are:

SOAR Advisor A = Grades 7, 8, and 9 11:43 a.m. -12:07 p.m.

SOAR Advisor B = Grades 10, 11 and 12 12:11 p.m.-12:35 p.m.

Expectations for students that are not passing all of their classes include:

- 1) Students will be required to stay in their advisors classroom for the remainder of their advisor period.
- 2) Students will bring work and their chromebooks to their advisor's classroom. The period will be devoted to academics.
- 3) Students should remain within the classroom, however, they are permitted to meet with another teacher for academic purposes with the use of an electronic pass. Students will also be allowed to attend meetings that are being held during their advisor period.
- 4) Playing of cards and/or games is not allowed. This includes games on their Chromebooks.
- 5) Students are not allowed to use their cell phones, earbuds or any other personal electronic devices.

ADVISOR WEDNESDAYS

Every Wednesday, grades 7-12 will have Advisor time during SOAR hour. Depending on the grade level of students, Advisor Wednesdays will be time for life skills lessons, PLPs (Personal Learning Plan), and class meetings about upcoming events and assessments. All students will remain in their advisor class for the duration of the period.

SOAR Advisor A Grades 7,8, and 9 11:43 a.m. -12:07 p.m. (Eat Lunch During SOAR B)

SOAR Advisor B Grades 10, 11 and 12 12:11 p.m.-12:35 p.m. (Eat Lunch During SOAR A)

PLEDGE OF ALLEGIANCE

The school board recognizes the need to provide instruction in the proper etiquette for the display and respect of the United States flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school. To help further that end, youth will be instructed in proper etiquette, as well as, correct display and respect for the flag and patriotic exercises. Students shall recite the Pledge of Allegiance at the beginning of each week. A person designated by the principal shall conduct the recitation over the school intercom

system. Any individual or teacher may decline to participate in the recitation, but must respect the choices of those who do.

SCHEDULE CHANGES

Individuals will not be allowed to change classes simply because they have changed their mind. Parents and students must realize that instructor schedules are determined by the classes selected at registration time. (Courses should be selected carefully - do not expect to make changes.) There will be a **(two day maximum)** at the beginning of each semester for schedule changes to occur. Accommodations will be made in accordance to individual circumstances.

EARLY RELEASE CRITERIA FOR JUNIORS AND SENIORS

To qualify for early release prior to the conclusion of the school year, pupils must meet the following guidelines. Individuals who do not meet these criteria will remain in school until they have received approval from Mr. Schneider and/or Mrs. Hansen.

1. A student must have seven or fewer absences during the second semester.
2. In order to participate in graduation, all unexcused absences must be made up prior to the ceremony.
3. One must be passing all subjects.
4. All fines and monetary obligations must have been paid.
5. All noon rooms and detentions must have been served.

SENIOR PICTURES

All yearbook and school newspaper pictures are to be free of props, pets, logos, and graphics with the exception for EV-W logos and the eagle mascot. Some reminders in regards to senior portraits include:

- A. providing a digital or print copy of a vertical, head shot by December 1. Individuals who fail to submit a picture may be excluded from the yearbook.
- B. not adding texts and/or advertisements on the photo.
- C. submitting a portrait that is free from props, pets, logos, physical gestures, and graphics except for school logo and mascot.

DIPLOMA OPTIONS, ELIGIBILITY, AND VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Students will be eligible to earn either a regular high school diploma or an academic honors diploma. Academic honors students will be ranked first at graduation. *In addition, persons must be within two credits of the minimum number required in order to walk in the ceremony.* They must be an EV-W pupil to participate in the graduation ceremony.

Students who earn an academic honors diploma will be acknowledged to be the top students in the class for the purpose of scholarship presentation and class rank. The valedictorian and salutatorian of the class will be chosen from the academic honors candidates as the top two honor individuals. In the event that there is a tie between two pupils for valedictorian or salutatorian, the person with the higher number of honors credits will attain this status. Academic honors diploma recipients will be announced at graduation. All other individuals will be identified in the traditional fashion of rank in class and GPA.

GRADUATION COMMENCEMENT SPEAKERS

To honor academic achievement and student leadership, the following traditional roles are designated for the annual graduation commencement ceremony:

- **Commencement Address:** Valedictorian
- **Welcome Address:** Salutatorian
- **Farewell Address:** Senior Class President

Eligibility Criteria

To ensure commencement speakers are fully integrated into the school community and actively engaged in the daily life of the graduating class, student speakers must meet the following residency requirement:

- **Full-Time On-Campus Enrollment:** Speakers must be enrolled as full-time, on-campus students during their entire senior year. EVW classes that are offered off of campus, such as but not limited to, CNA, work experience, peer tutor ect. classes count as on-campus classes.
- **Exclusion:** Students participating in non-EVW off-campus programs, such as but not limited to, Post-Secondary Enrollment Options (PSEO) are ineligible to deliver commencement speeches, as they do not meet the on-campus residency requirement.

Selection in Case of Ineligibility

If a designated speaker is ineligible under this policy, the speaking opportunity will be offered to the next highest-ranking eligible student (for Valedictorian/Salutatorian) or the Vice President of the Senior Class (for Class President).

PARENT/GUARDIAN GUIDE TO STATEWIDE TESTING

Why statewide testing?

The statewide assessments are how the state measures that curriculum and daily instruction in our schools are aligned with the academic standards, ensuring all students are being provided an equitable education.

Why does participating matter?

An individual's participation is important to understand how effectively the education provided at Eden Valley-Watkins is aligned to the academic standards.

*Pupils who do not participate will receive a score of "not proficient".

*Youth who receive a college-ready score on the high school MCA are not required to take a remedial, non credit course at a Minnesota State college or university in the corresponding subject area.

*Educators and policy makers use information from assessments to make decisions about resources and support provided.

*Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.

* School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

When do students take the assessments?

The Minnesota Comprehensive Assessment testing window begins in March and ends in May. Information pertaining to the exact days when specific tests are administered have been placed within the school website.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their children participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their son/daughter participate. This form may be found in *Appendix C* along with additional information pertaining to state testing.

CLASS RANK

In order to be included within class rank, home school or part-time students must have completed a minimum of 11.75 school credits on campus. In addition, the remaining 11.75 credits must be completed through an accredited school alternate program.

PSEO STUDENT DAILY ACCESS

Students enrolled in the Postsecondary Enrollment Options (PSEO) program may remain on the high school campus during regular school hours under specific guidelines. To ensure safety, accountability, and an environment conducive to learning, PSEO students must adhere to the following daily access procedures based on their enrollment status:

- **Check-In Requirement:** All PSEO students must check into the high school office immediately upon arriving on the school premises.
- **Full-Time PSEO Students:** Full-time PSEO students who choose to remain on campus during the school day are required to report to and work from the Brooks Street Lobby. This designated area includes printing capabilities connected directly to the high school office for academic use.
- **Part-Time PSEO Students:** Part-time PSEO students will be assigned to a study hall during their PSEO hours. These students must report to their assigned study hall and follow all standard study hall procedures and expectations. Part time PSEO students taking online classes are required to remain on campus during the school day.

Compliance Notice: PSEO students must remain within their designated areas (the Brooks Street Lobby or assigned study hall) while on campus. Failure to adhere to these location restrictions may result in the revocation of on-campus privileges, and the student's presence may be deemed not in the best interest of the student body, faculty, or the district.

FLEXIBLE CLASSROOM GUIDELINES FOR COLLEGE CLASSES

Taking a college class in a high school setting comes with more responsibilities and the expectation that you will conduct yourself as adults. On days when your instructor is absent, and there is no substitute, you will be expected to work as follows:

- Report to classroom.
 - Take attendance and send to Becky Stenger
- Pull up Google Classroom on the smartboard.
- Proceed to follow the instructions in Google Classroom - this may include working in a classroom or one of the labs, practicing in the gym, etc.

- Need to follow the instructions - can't wander around; not at the bench, locker room, uptown, etc.
 - A bathroom break is a reasonable excuse for being in the hall - just don't all go at once.
- Remember that for a fire or tornado exercise, you would follow previously discussed protocols - see wall chart.
- If an emergency or something out of the ordinary would happen, call the office and follow emergency procedures.
- When finished, please close up the room: projector and lights off, door closed, windows closed, etc.

Please keep in mind that if you abuse this privilege, there will be the normal consequences such as noonrooms and detention; it could also hinder your opportunity to take future college classes here at EVW.

COLLEGE PREP HOUR

Juniors and seniors who enroll in college level classes will have the opportunity to participate in a college prep hour. During this hour, youth are provided time to complete college and/or high school work. Individuals enrolled in 2-3 college level classes are allowed 1 college prep hour per semester. Persons taking 4 or more college level classes are permitted 2 college prep hours per semester. Students participating in the college prep hour program must abide by the following guidelines.

1. The entire time must be spent completing coursework.
2. Students must be assigned to a study hall and are not allowed to wander throughout the building.
3. Each hour of prep in a person's schedule will require one hour of service at school each week.
4. Students are not permitted to leave the building for any reason during college prep hour. However, 12th grade students in college prep may arrive late during first hour or leave early, seventh hour, if they choose with parent permission.

Individuals who fail to abide by these guidelines, violate school rules, or are placed on the failure list will lose this privilege. Accommodations may be made, as necessary, at the discretion of the counselor and/or principal.

EARLY GRADUATION

12th grade students may be considered for early graduation after the completion of the 1st semester, as provided for within Minn. Stat. 120.80, upon meeting the following conditions.

1. All course and credit requirements must be met.
2. The building administration or designee shall conduct an interview with the student and parent and/or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision.
3. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.
4. Students may only be considered for early graduation at semester break (after the 1st semester).

ACCELERATION OF STUDENT POLICY

A person may be best served by earlier exposure to curriculum content and materials in a subject area or by completion of the K-12 program in less than 13 years. Any acceleration decision should be approached on a case-by-case basis with careful consideration of the individual's needs. The following guidelines for the decision will be observed.

Initiation: The process for considering a student for acceleration may be initiated by the individual, his/her parent(s)/guardian(s), or a district staff member by contacting the building administrator.

Decision Making Process

1. The principal will assemble a committee of the person's parents, current and former teachers, and other relevant school personnel to determine a process for gathering further information which may include academic testing, social and/or emotional data, etc.
2. The committee shall make a decision for one of the following options:
 - a. single subject acceleration;
 - b. whole grade acceleration; or
 - c. no acceleration.

If the team cannot come to a final decision, one will be made by the building administrator.

3. Within one month after acceleration begins, vested staff will meet at least once with the pupil's parent(s)/guardian(s) to monitor the individual's emotional, social, and intellectual progress in the new environment. This group will recommend continuance or abandonment of the acceleration.

GIFTED AND TALENTED

A gifted and talented program is available to all seventh through ninth grade students. Pupils who participate within it will work on numerous initiatives, projects, and attend competitions. The following process is used to determine eligibility for the program.

1. Seventh graders will be selected at the end of first quarter based upon feedback obtained from sixth and seventh grade teachers. Eighth and ninth grade pupils are chosen from previous year's class rank and input from eighth and ninth grade instructors.
2. Youth must have received an exceeded score on the FAST and/or MCA assessments or a recommendation through a teacher referral to receive consideration for membership.

TEACHER'S AIDE

Students may work as aides to earn school service credit in senior high. Those who plan to register for this course must complete a teacher's aide application which is located in *Appendix D*. Youth are expected to adhere to these guidelines as an aide.

1. They must report immediately to the classroom where he/or she is assigned.
2. There will be no eating/drinking of any food or beverage while working with students.
3. No one is allowed to leave school grounds during the scheduled time of being an aide unless he and/or she is working in the role at one of the elementary schools.

STUDENT EXCHANGE PROGRAMS

Eden Valley-Watkins will only accept foreign exchange students through approved programs. The number of slots for exchange students is three, based upon projected enrollment and adequate facilities.

All organizations operating programs must receive approval of the high school principal prior to placing an individual within the district. Approval will be based upon criteria established by administration and school board policy. The school reserves the right to work with exchange organizations that have proven their commitment and responsiveness to a successful experience for the pupil and the school.

Please refer to *Appendix E* for further information regarding timeline approval, acceptance and expectations of exchange students.

INTERNATIONAL TRAVEL FOR STUDENTS

1. To qualify, an individual must be of junior or senior status and currently enrolled in a world language program. Also, youth are required to have a minimum of two years language experience while maintaining a GPA of 2.5. Upon completion of the trip, persons are expected to continue with their language acquisition.
2. As this is considered a school-sponsored trip, pupils will be expected to adhere to the Minnesota State High School League guidelines which includes the zero tolerance policy on the use and/or possession of drugs and alcohol. This excludes prescription medications with prior knowledge given to the trip leader.
3. Students are reminded that they are “unofficial ambassadors” from the United States, Minnesota, and the Eden Valley-Watkins communities. Persons shall act accordingly and any behavior unbecoming of the aforementioned expectation shall result in immediate disciplinary action.
4. Individuals are expected to participate fully in the program-be on time for buses, attend the scheduled tour, etc. In large cities, youth may break into smaller groups if accompanied by a trusted adult. Pupils shall not go anywhere on their own. In smaller towns or villages, individuals may leave their hotel/hostel in groups of three or four. Students must let chaperones know of their whereabouts at all times. Persons should always have the hotel/hostel address and phone number with them.
5. Pupils are expected to follow hotel/hostel rules and regulations. These include curfew, respect for others, and adherence to breakfast and dinner hours. Youth are expected to check all rooms thoroughly for articles before leaving. Everything in the room should look exactly like it did at check-in.
6. Individuals are responsible for their own belongings at all times during the trip.
7. Persons must respect the rules of the motor coach. Keeping the bus clean is a must.
8. Students are allowed usage of personal music devices, but should be aware that they often break due to wear and tear. No external speaker will be allowed.
9. International law requires one to be able to identify oneself at any given moment. Pupils must carry passports with them at all times.

10. Abuse of the rules during the trip will be handled in the following manner.

- a. The student will be confronted by the instructor.
- b. Minor offenses may result in clean up duty. A more serious offense may result in the accompaniment of a chaperone.
- c. Major offenses will result in a collect call home with the leader present to discuss the behavior.
- d. Serious or continued abuse of the rules will result in the individual being sent home at the parents' and/or guardians' expense.

EMERGENCY EVACUATION

When evacuating due to fire, heat loss, bomb threat, or hostage situation, students and staff must leave the building in an orderly fashion, not stopping at lockers to obtain personal possessions, and go directly to Assumption Church.

For lockdown situations, A.L.I.C.E. (alert, lockdown, inform, counter, and evacuate) procedures will be implemented. Each classroom will establish their own protocol to address adverse events.

SUICIDE PREVENTION

Anyone can dial or text 988 24 hours a day, seven days a week, to reach suicide and crisis support. Help is available – speak with someone today!

At school, speak with the Guidance Counselor or Social Worker. Nobody should struggle alone. Confidential and safe help is available.

DISCIPLINE

The purposes of Eden Valley-Watkins Secondary School's discipline policy are (1) to ensure that persons are aware of and comply with the district's expectations for conduct, and (2) to direct the district's educational program to help pupils develop the values and abilities necessary for moral decision-making and civil conduct.

Eden Valley-Watkins Public Schools are dedicated to fostering learning communities that create opportunities for students and staff to learn and grow together. Academic, social, and emotional health are all equally important in creating that learning environment. At EV-W, we will "LIVE RESTORATIVELY" to foster healthy relationships and promote positive discipline through "Ten Ways to Live Restoratively" from "The Little Book of Restorative Justice" by Howard Zehr (2014).

1. Take relationships seriously, envisioning yourself in an interconnected web of people, institutions, and the environment.
2. Try to be aware of the impact-potential, as well as actual of your actions and the environment.
3. When your actions negatively impact others, take responsibility by acknowledging and seeking to repair the harm, even when you could probably get away with avoiding or denying it.
4. Treat everyone respectfully, even those you don't expect to encounter again, even those you feel don't deserve it, and even those who have harmed or offended you or others.
5. Involve those affected by a decision, as much as possible, in the decision-making process.
6. View the conflicts and harms in your life as opportunities.

7. Listen genuinely and compassionately to others, seeking to understand, even if you don't agree with them.
8. Engage in dialogue with others, even when what is being said is difficult, and remain open to learning from them and the encounter.
9. Be cautious about imposing your "truths" and views on other people and situations.
10. Sensitively confront everyday injustices.

DISCIPLINARY INVESTIGATIONS AND REASONABLE FORCE

Individuals are expected to cooperate during all disciplinary investigations. This cooperation is expected, valued, and essential for individual growth and an excellent learning environment at school.

Administrators, instructors, and other staff members may use reasonable force to restrain or correct a pupil if there is a danger to that student or any other person, or if the actions of the individual disrupt the education of others.

TARDINESS

Being on time for class is very important. If you arrive at school after first hour has begun, please report to the office for a tardy pass. You must report to first hour class regardless of how much time remains. If you do not, detention will be served.

If you are late to class during periods two through seven, please report directly to the class rather than to the office.

Noon rooms may be assigned for the first two times a person does not have a valid excuse for arriving late to class. For subsequent unexcused tardies, staff will assign a unit of detention. Tardies are accumulated by the quarter.

INAPPROPRIATE LANGUAGE

It is not acceptable to use inappropriate language such as swearing, profanity, or any other language that is deemed inappropriate by school staff.

CLASSROOM DISTURBANCE

When causing a problem that your teacher considers a disruption to class progress, you will be sent to the office. Because it is not always possible for an instructor to accompany you, it is your responsibility to report directly to the office yourself. Not doing so is considered skipping and suspension may result. You should ask to see the principal and/or dean of students and explain to him the reason for being asked to leave the classroom. If he is not available, a secretary will assign a location where you will wait. At that time, a discipline referral form will be completed so that the principal and/or dean can contact you later.

A person who is acting inappropriately over a period of time forfeits his or her right to be in class. The primary purpose of school is for learning and it cannot occur in an unruly, disrespectful atmosphere. If you cannot behave and do what is expected, you will then be removed from that class and lose credit.

VANDALISM

Any student who intentionally breaks, destroys, or defaces school property will pay for the repairs, in addition to receiving punitive damages. Littering, writing on walls or furnishings, and destruction or misuse of property are all illegal acts that will be dealt with severely.

THEFT

As much as the school tries to prevent it, theft does take place. This is one reason why you should always lock your lockers and never disclose the combination to anyone. **The school cannot assume responsibility for property lost under these circumstances.** Persons who are caught in a theft situation may be placed on suspension and/or detention. During the school year, regardless of the monetary value, a pupil/athlete shall not:

1. steal, or have in possession, buy, sell, or give away any stolen items; and/or
2. engage in malicious vandalism to deface and destroy properties or possessions with intent to cause harm.

These rules apply to the entire school year and any portion of an activity season that occurs prior to the start or close of the year.

An individual involved with extra curricular activities, who is found with stolen items from the school during the summer, shall have the penalty assessed during his/her next activity.

WEAPONS

Students and visitors, including adults, are forbidden to knowingly or voluntarily possess, store, handle, transmit, or use any instrument that is considered a weapon or a “look-alike” weapon in school, on grounds, at sponsored activities, at bus stops, on school buses or vehicles, or upon entering or departing from school premises, property, or events.

Exceptions: A person who finds a weapon on the way to school or in a school location, or a pupil who discovers that he/she accidentally has a weapon in his/her possession and takes it immediately to the office, shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the office, an individual shall not be considered to possess a weapon if he/she immediately turns it over to a faculty member or provides information on the weapon’s location.

ASSAULT

Physical assaults and/or threats of bodily harm or death to an individual will result in serious disciplinary consequences. In addition, verbal assaults (oral or written) that are abusive, threatening, profane, or obscene will be treated in the same manner. This includes conduct that degrades people because of their race, religion, ethnic background, physical or cognitive disabilities, and sexual harassment.

MOTOR VEHICLES AND PARKING

Driving to school is a privilege. Parking is available to students in designated lots surrounding the building. However, the southwest gym parking lot is available only to persons participating in morning work experience and those who travel to the elementary school to serve as a peer tutor during the day. In order to park in this area, an individual must obtain a pass from the office. The pass is free and is good for one semester or unless a pupil has been removed from either program. A \$5.00 fee will be assessed for passes not returned at the conclusion of both classes.

Cars that are illegally parked or blocking traffic may be towed at the owner’s expense. No youth are allowed in the parking lot during the day unless receiving permission from building administration. Unsafe driving practices will be reported to law enforcement and restriction of driving privileges may occur. All vehicles parked on district property are subject to searches based upon suspicion of a violation of school policy. Trailers cannot be parked in the school parking lot. Designated parking is available for snowmobiles with permission.

TRESPASSING

During the day, any individual cannot be on school premises without a valid and legitimate reason. It is a misdemeanor for a person to enter or be found within a public school building unless he/she:

- a) is enrolled, a parent and/or guardian of an enrolled individual, or an employee of the school district;
- b) has permission or an invitation from a school official to be in the building;
- c) is attending an event or meeting in which the student, the public, or his/her family is invited; or
- d) has reported his/her presence in the school building in the manner required for visitors to the school.

HARASSMENT, BULLYING, AND CYBERBULLYING

Eden Valley-Watkins maintains a firm policy prohibiting all acts of harassment and bullying. Minnesota law describes bullying as intimidating, threatening, abusive, or harming behavior that is objectively offensive by a pupil to another. It is conduct that is either repeated in the context of a perceived or actual imbalance of power, or materially or substantially interferes with an individual's education. Harassment and bullying not only includes physical harms or threats of physical harm, but also violations of a "person's reasonable expectation of privacy", defamation, emotional distress, or conduct directed on the basis of certain familial or socioeconomic status, physical appearance, identity and sexual orientation, or academic status.

Cyberbullying is bullying using technology or other electronic communication devices that contains obscene words or images, advocates illegal conduct, or otherwise materially and substantially disrupts a learning environment.

School personnel will respond to all acts of harassment, bullying, intimidation, and other acts of similar disruptive behaviors and will make reasonable efforts to provide immediate intervention. Dave Schneider, secondary principal, is the school's designated official for receiving reports of bullying. Investigations will begin immediately upon receipt of a report. Individuals found to be displaying inappropriate conduct will be afforded due process rights. In addition, communication to the parents of all parties involved will be made, as needed.

HAZING

Hazing activities, of any type, are prohibited behaviors both on and off school property. Hazing means committing an act against an individual, or coercing a student into committing an act, which creates a substantial risk of harm to a person in order for the pupil to be initiated into or affiliated with an organization or for any other purpose. The term hazing includes, but is not limited to:

- a. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- b. any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects youth to an unreasonable risk of harm, or that adversely affects the mental or physical health or safety of the individual.
- c. any activity involving the consumption of any alcohol beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm, or adversely affects the mental or physical health or safety of the person.
- d. any activity that intimidates or threatens youth with ostracism that subjects a pupil to extreme mental stress, embarrassment, shame, or humiliation that adversely affects the

- mental health or dignity, or discourages the individual from remaining in school.
- e. any activity that causes or requires the student to perform a task that involves violation of state or federal law or of district policies or regulations.

CHEMICALS AND DRUGS

Alcohol and other drug use is a significant social problem with potential to adversely affect normal and healthy development of our pupils and compromise the overall effectiveness of the educational and learning process of our school. The district has responsibilities to set a standard of conduct relating to chemical use with clear consequences for violations. This standard of conduct is based on the assertion that the use of alcohol and other illicit drugs by underage people is wrong, harmful, and illegal. The district further recognizes its responsibility to assist persons in getting help for chemical dependency, providing programs and curriculum designed to increase awareness of the dangers of chemical use, and to provide curriculum and programs in preschool to grade 12 on chemical abuse prevention. **To make sure our buildings are safe, administration may request that a canine unit be brought onto school premises to check out any suspected drug-related situations.**

Students cannot have drug paraphernalia in possession, nor possess, consume, distribute, or show evidence of having consumed alcoholic beverages or drugs not specifically prescribed for use by their doctor in the building, on school grounds, or at a school sponsored activity.

A pupil violating this rule will be suspended immediately and his/her parents will be required to attend a hearing and pick him/her up. The individual will be suspended from classes for up to ten days and a conference between school administration and parents may occur before he/she is readmitted. At the discretion of the student contact committee, a condition of readmittance will be a chemical abuse pre-assessment interview with the school social worker and/or his/her designated representative. If that pre-assessment indicates problems with dependency, further intervention will be set forth which could include a required evaluation. All relevant Minnesota State High School League rules will be enforced. In addition, all drug and/or alcohol violations will be reported to law enforcement and may also be referred to the student contact committee for further suspension or expulsion by the board of education.

TOBACCO

It is not permissible to smoke, vape, chew, carry, or distribute tobacco products, tobacco-related devices, imitation tobacco products, or electronic cigarettes in the school, on school grounds, on school property, or at any school sponsored activity at home or away. All relevant MSHSL rules will be enforced. We abide by a smoke-free environment. This policy is all-inclusive and prohibits smoking and/or vaping during school hours, non-school hours, school activities, on weekends, and at the bus stop. All smoking violations will be reported to the police department.

INSUBORDINATION

An employee uses this term to describe the willful ignoring by a pupil for a reasonable request. It means disobedience, and it may be cause for a suspension depending on the severity of the incident. You must obey the directions and requests made by your instructors, administration, and other staff members.

SUSPENSION

Suspension means an action taken by the administration, under rules promulgated by the school board, prohibiting a person from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for it.

Eden Valley-Watkins Secondary School has a policy of in-school suspension for youth who are having problems of a disciplinary nature or for individuals who have skipped school. Only under severe circumstances will out-of-school suspension be used.

In-school suspension attempts to serve the needs of both the pupil and the school within the structure of the regular school day. Its main purposes are to:

1) provide for a specified period of time an alternative education for students who cannot function in the regular classroom; 2) make the penalty of suspension given for a specific offense an effective means of discipline; 3) increase and foster accountability and self-discipline in the person; and 4) allow the individual to keep up on regular studies. Students who are placed on in-school suspension will be given schoolwork to compensate for loss of class time. An individual may lose classroom discipline points whenever he/she is suspended.

Rules For In-School Suspension

- A. You are to remain in the in-school suspension office area or designated location at all times.
- B. At the beginning of the suspension period, you must bring all books, notebooks, and materials that will be needed.
- C. You may not go to your locker while on suspension.
- D. You may not go to the library.
- E. You may use the restrooms in the office area under appropriate circumstances.
- F. Lunch will be brought to you and will be eaten at your desk.
- G. There will be no eating of any food (except lunch) or drinking of beverages.
- H. You may not listen to or use cell phones, radios, iPods, or recorders.
- I. During suspension, you are not to visit with other students.
- J. You may not attend pep fests, lyceums, programs, or class meetings.
- K. Anyone who is suspended will not be permitted to attend any extracurricular or community education events for the duration of the suspension.
- L. If you are absent during the period of suspension, that time must be made up after you return to school.
- M. During the period of suspension, teachers will meet with you and provide assignments. You are expected to complete all work and will be assigned additional work to compensate for loss of class time.

SEARCH OF LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

Youth are assigned a locker. **No one should change lockers. UNDER NO CIRCUMSTANCES SHOULD YOU TELL ANYONE YOUR LOCKER COMBINATION.** They will not be changed during the year unless unique circumstances exist. The lockers are not very secure, so money and other valuables should not be kept in them. If valuables are brought to school, you may bring them to the office. Students keep their own locks throughout high school; however, lockers will change. Pupils are given a lock the first time at no cost. The cost is \$5.00 for one thereafter. You must use a school issued lock. Those not issued by the school will be removed and/or cut off and destroyed. If a person chooses to color their lock, he/she will be required to purchase a new one.

Lockers are the property of the district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of youth. **Inspection of the interior of lockers, desks, personal possessions, and student's person may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.** When applicable, a metal detector wand will be employed. The personal possessions of individuals may be searched only when school authorities 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 pupil's personal possessions, school authorities must provide notice of the search to youth whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Administration reserves the right to have random locker checks during the school year.

BEHAVIOR AT SCHOOL EVENTS

During school events, all spectators are required to conduct themselves in an appropriate manner. Although it is fine to dress up for occasions, behaviors such as booing, bringing foreign objects and throwing them, artificial noisemakers, profanity, and other rude behavior will not be permitted. All spectators should cheer for our team, not against the other team/individual. Any person behaving in such a crude manner will be asked to leave the event and possible suspension from the next home contest(s) may occur. In addition, when the concession stand is open, no outside food or drink is allowed.

Spectators are required to stay off the playing area. This is a simple matter for safety and courtesy. Students may move along the edge of the playing court to the exits only during breaks, half time, or between contests. Never place yourself in a position of obstructing the progress of an event. Junior high youth are not allowed on the visitor side of the football field during home games.

During the playing of the national anthem, everyone is recommended to stand quietly at attention. Headwear should be removed. It is appropriate to place the right hand over the heart, stand with arms at the sides, and sing the "Star-Spangled Banner".

Individuals are expected to remain seated during contests and refrain from excessive movement. Running around and blocking doorways are not permitted. Young children are not allowed to attend events without an adult who will be responsible for their constant supervision.

BEHAVIOR ON BUSES

The same rules of good behavior that apply in school are also in effect on buses. The drivers are the absolute authority regarding discipline on the bus, and students must realize that they have to obey their orders. If a pupil refuses to obey the instructions of the driver, the matter will be reported to school administration and disciplinary action will be taken. This action may include suspension of transportation services for the guilty individual.

RIDING TO AND FROM SCHOOL EVENTS

Youth who ride the bus to school events in another city must return home on the bus. Pupils who fail to return home on school transportation will forfeit the privilege of being transported to extra-curricular events. However, students may ride home with a responsible adult by providing written permission from the parent/or guardian to the supervisor of the event. Supervisors have the right to reject this permission form.

SPECTATOR BUS

Spectator buses may be provided to games when they are available and if there is a sufficient number of participants to make a busload. This decision is to be determined by the administration and the supervisor of transportation. Individuals will be charged for the bus ride plus the amount of the admission ticket for the game or activity.

DETENTION

Detention is a means of addressing unacceptable behavior. Instructors will issue detention for persons who are misbehaving in class, in hallways, on school grounds, or in the cafeteria.

Detention will be assigned for each episode of skipping or other violation of policy. A unit of detention is defined as the period of time from 6:30-8:00 a.m. or 3:20-5:00 p.m. The detention must be served within one week of the date it was assigned or one day of in-school suspension will result.

You cannot miss detention because of employment, work at home, any appointments or engagements, or because of extra-curricular activities. In other words, there is no excuse for absence from detention. Youth who misbehave in detention will face suspension.

In the event that a student is not behaving appropriately, staff have the authority to require students to stay in their advisor classroom or report to an assigned location during SOAR hour, even if they are passing all of their classes.

Detention is not a voluntary or casual matter. It is an obligation of a student that must be fulfilled for continued enrollment in school.

Detention is an absolute quiet time. There can be no talking or any kind of communication with others. Persons should bring schoolwork as well as all necessary items to complete that work. You may not use electronic devices during detention. Eating food or drinking any kind of beverage, except during noon detention, will not be permitted. A notice for after-school detention will be sent to your parents explaining the reason that it was given and the time and date when it will occur.

PERSONAL APPEARANCE

Students are encouraged to dress appropriately for school activities and in maintaining community standards. This is a joint responsibility of the pupils, parents, and/or guardians.

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

1. Clothing appropriate for the weather;
2. Clothing that does not create a health or safety hazard; and
3. Clothing appropriate for the activity (i.e. physical education or the classroom).

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

1. Clothing bearing a message that is lewd, vulgar, or obscene;
2. Apparel promoting products or activities that are illegal for use by minors;
3. 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 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; and
4. Any apparel or footwear that would damage school property;
5. No undergarments, swimwear, or bikinis can be seen or worn during the school day.
6. "Short shorts," strapless tops, and tube tops are not allowed. In addition, bare midriff, when excessive, will not be allowed, also.
7. When wearing shorts, skorts, or skirts, a general rule of thumb is for them to reach the middle thigh of the legs.

- C. The intention of the school's policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- D. While this dress code provides general guidelines, not every situation can be specifically addressed. Staff reserves the right to determine whether attire meets these standards and may require a student to modify attire that is deemed inappropriate or inconsistent with expectations.

HAT/HEADWEAR

Purpose:

To promote a respectful and safe learning environment while allowing students the freedom to wear hats.

Policy Guidelines:

Students are permitted to wear hats/headwear during the school day under the following conditions:

- Must not display offensive language, meanings, images, or symbols.
- Must not cover the ears or face.
- Must not obstruct the view of other students.
- Must not disrupt the learning environment or pose a safety hazard to students or staff.

Types of hats allowed include but are not limited to:

- Baseball hats
- Stocking hats worn above the ears

Prohibited headwear includes but is not limited to:

- Hoods of any kind
- Hats that cover the ears
- Hats that obscure the face or hinder identification

Classroom Etiquette:

- Teachers have the discretion to require students to remove their hats during their specific class period.
- Students must adhere to the teacher's classroom rule regarding the use of hats/headwear.

Compliance:

- Students not adhering to the hat/headwear policy will be asked to remove their hat/headwear and may be subject to disciplinary action.
- Violations may result in a loss of hat-wearing privileges and other consequences.

Exceptions:

- Headwear worn for religious, cultural, or medical reasons are exempt from this policy with prior approval from building administration.

PERSONAL SPACE

Students are required to maintain personal space between one another throughout the day. Kissing, prolonged embraces, or any example of behavior which is perceived to be sexual in nature are not permitted. Personal space violations will result in disciplinary consequences.

LUNCH SYSTEM

Breakfast and lunch are provided at school. The food service department strives to provide quality meals in an efficient and fiscally responsible manner.

Prepayment of meals are required. Students may purchase meals when funds have been deposited within their personal accounts. Cash payments are accepted, and persons selecting ala carte options can use either cash or positive lunch account funds at school.

Account balances must be positive and will operate similar to a checking account. When a meal or item is purchased, the amount is deducted from the family lunch account. Families may apply for free/reduced meals at any time during the school year. Applications are provided prior to the school year. In addition, applications are available at the district office and online at the district website: www.evwn.k12.mn.us

Account Status Notification

Family balances are available on the parent portal and may be accessed through the district website. Statements may be requested from the food service director via email or telephone at any time.

The parent and /or guardian will be notified via email when the family account reaches a balance of \$25.00 or less. In addition, pupils will be notified in the lunch line each day when their account is at \$25.00 or less.

Ala Carte items may be purchased cash-in-line for negative account-balances. In order to buy them, individuals must have obtained written permission from their parents. This permission form is included in the "Back to School" information packet which may be uploaded electronically prior to the start of school.

Statements will be mailed at the end of the week to families with a negative balance in their food service account. If a family account drops below \$0.00, food service staff will call the family via the telephone number on file. If contact by phone is unsuccessful, a letter will be mailed to the address on file.

Lunch account privileges within families with negative account balances of \$25.00 or more may, at the discretion of food service leadership and school administration, be deactivated or suspended to prevent further unpaid purchases from occurring. Notification of this action will be sent by letter.

Negative balances of more than \$100 not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in conciliation court, or any other legal method permitted by law.

Lunch prices for 2026-2027

Please check the school website for current pricing.

Cafeteria Rules

1. Students bringing bag lunches are to eat in the cafeteria. Milk can be purchased. Restaurant food cannot be brought to the school cafeteria.
2. Persons are responsible for taking their tray and eating utensils to the dish washing window and seeing that their table is left clean.
3. Youth are not permitted to cut or push in the lunch line.
4. No throwing of food or other objects will be tolerated.

NOON HOUR CLOSED CAMPUS REGULATIONS

Our school has a closed noon hour. This means nobody can leave school property during lunch unless you are granted administrative approval. If you leave without permission, you may serve up to two weeks of noon room or detention.

NOON RECREATION RULES

Noon recreation is provided in the gymnasium as an opportunity for pupils to exercise, relax, and have fun. No food or beverages; shoes that cause black marks on the gym floor; clothing or jewelry that result in a safety concern; horseplay; and abuse of equipment such as balls, baskets, standards; etc. are not allowed. Failure to abide by these rules will result in a loss of privileges.

BEVERAGES AND SNACKS

Snacks and beverages are allowed before school, after school and during lunch.; however, storing and selling of pop and candy are prohibited. Bottle beverages are preferred. In addition, sunflower seeds are not allowed. Please adhere to classroom guidelines pertaining to food and beverages and take pride in maintaining a clean building.

FOOD ALLERGY MANAGEMENT

Food allergens (peanuts, tree nuts, cashews, etc.) affect individuals in numerous ways. In order to reduce the risk of a negative reaction, staff training on food allergens and how to address situations when students react to them will be provided. Please refer to the school website for additional information on food allergy management.

WEIGHT ROOM

Students are not allowed to be in the weight room facility unless a responsible adult is present.

PASSES – e-hallpass

If a student needs to go from one room to another at any time during the day, he/she must create an E-Hall pass and request teacher approval.

LIBRARY PASSES

The electronic pass is issued by an instructor to allow access to the media center during a class or study hall for a specific purpose and time. Youth must go directly to the media center without stopping at other places in the building. Abuse of electronic passes or misbehavior in the media center will result in the revocation of library privileges and possibly all pass opportunities.

OUT-OF-BUILDING PASSES

You are never to leave the building during the school day without first receiving permission from the high school office and will obtain an e-pass. Students who have an excuse to leave the building must bring it to the office before 8:17 a.m. so that their names can be listed in the staff daily bulletin.

Likewise, you must have permission and a pass if you are to leave the building for the remainder of the day.

All students that leave school early with a pass, must checkout in the office before leaving.

NO PASS

A person will lose pass privileges when he/she has not made satisfactory progress in his/her classes at the conclusion of one quarter of instruction. He/she will remain on "No Pass" until the fifth week of the next quarter. If satisfactory progress has been obtained, he/she will obtain pass privileges. If he/she has not made progress, "No Pass" will remain in effect until seventh week. If progress has still not been made at that time, he/she will continue to lose pass privileges until the end of that respective quarter.

If an individual has specific work to complete for a class and must use the computer lab or media center, he/she may request a pass from that classroom instructor and have it cosigned by administration. This pass will only be valid for the day in which it is used.

STUDY HALL GUIDELINES

The following general rules are for study halls. Supervisors will cover specific instructions.

1. Studyhall is for the purpose of working on assignments.
2. There will be assigned seating, Students will bring work and their chromebooks to class. The period will be devoted to study.
3. Youth should remain within the classroom, however, they are permitted to go to other supervised locations of the building with use of an electronic pass.
4. Students that are not in good standing are not allowed to leave the study hall classroom.
5. Staff will meet individually with students daily to monitor academic progress.

LYCEUMS AND SCHOOL PROGRAMS

During the year, a number of lyceums and other gymnasium or auditorium events may be scheduled for enjoyment. The following rules of audience behavior must be observed during these events.

- A. Pupils are to go to the gym with their instructors and walk as a group in a quiet manner.
- B. Persons must sit in an assigned area.
- C. While someone is speaking or performing in any way, **ABSOLUTE QUIET IS REQUIRED.**
- D. The success of a performance situation is dependent on the attentiveness and courtesy of the audience. **ANY INDIVIDUALS WHO ARE MISBEHAVING DURING THESE EVENTS WILL BE ASKED TO GO TO THE OFFICE AND WILL BE DEALT WITHIN A SEVERE MANNER.**

PUBLICATIONS

An individual may not produce and/or distribute petitions, or other printed documents of any kind, that are disruptive to the school. A pupil shall not produce and/or distribute any petitions, documents, or posters/advertisements of any kind on school premises during the school day without the specific approval of administration.

A publications committee consisting of the Eagles Cry advisor, counselor, and principal will review and make recommendations for modification of any literary piece which may be disruptive to the school's learning environment.

LEADERSHIP RULES

Students will be eligible for positions of school leadership (i.e. Homecoming Candidates, Snow Daze Royalty and Attendants, Student Council, Class Officers, Honor Society, etc.) if they have been in good standing at least one year prior to their appointment and are full time at EV-W. Good standing means not having had any school suspensions or violations of any building, legal, or Minnesota State High School League rules.

For a pupil to be nominated as a Homecoming or Snow Daze Candidate and/or Attendant, he/she must meet these requirements.

- *The person cannot have any attendance or behavior issues from the beginning of the school year up until the event.

- *The individual must be academically eligible according to MSHSL requirements from the start of the school year.

- *He/she cannot have had any MSHSL violations one year prior to Homecoming and Snow Daze.

HOMECOMING AND SNO DAZE

A variety of school activities and events will be planned during Homecoming and Sno Daze weeks for enjoyment. Youth are encouraged to participate in all activities. The student body will select royalty for each week. **Students who decline to be candidates when chosen will not receive candidacy consideration in the future unless special circumstances exist at the discretion of the principal.**

DANCES

All school dances, with the exception of prom, the winter ball, and the DECA ball, are only for persons who are members of the building. Allowances may be made for particular circumstances with administrative approval.

PROM

Prom will occur on April 11th, 2026. The junior class, under the direction of their class advisors, are responsible for planning it. Pupils in grades ten through twelve in good standing may only attend this event. Individuals or graduates from other schools may attend if a district student asks them; however, they must not be over the age of 20 and obtain prior approval from school administration.

ATTENDANCE

To earn credit in a semester course, an individual must satisfactorily complete all course work and tests assigned and not be absent from class more than ten times in a semester. School-sponsored activities will not count as part of the ten, as well as, funerals, weddings, or emergencies out of the person's control. Long-term illnesses are also exempt, and, with a doctor's note, will not count as days.

Parents and/or guardians are asked to call the school office (453-2900 ext 1100) on the day their child is absent indicating the reason for the absence. The only one that is not predictable in advance is that of illness or sudden death in the family.

If a pupil is absent from a class more than ten times in a semester, credit for that class may be denied. Upon the eleventh absence, the student may appear before an appeals committee consisting of the licensed counselor, a department representative, and administration. Upon meeting with him/her, the committee will determine if the individual will lose credit for that class or will have to complete additional course requirements in order to obtain credit.

During the appeals process and until a decision is made, the person shall be able to attend the class as an audit unless he/she interferes with the educational process, in which case, the pupil will be placed within in-school suspension. Parents and/or guardians will be notified after three, seven, and ten absences with a letter. Furthermore, appropriate referrals will be made to Meeker and/or Stearns County, as necessary, for securing assistance in helping youth attend school.

Any student who is absent from school for more than ½ of the school day without prior notice or a valid, pre-approved reason will not be permitted to participate in or attend any school-sponsored extracurricular events, including but not limited to athletic games, performances, dances, ski club and club activities, on the same day of the absence.

This attendance policy aims to balance empathy with responsibility. We want students to know that they are supported, while also encouraging proactive communication with the school to maintain academic continuity and community accountability.

TYPES OF ABSENCES

1. *Excused Absences*

- a. The following reasons shall be sufficient to constitute excused absences:

- (1) illness;
 - (2) serious illness in the individual's immediate family;
 - (3) a death in the person's immediate family, or of a close friend or relative;
 - (4) medical or dental treatment with prior approval from school;
 - (5) court appearances by family or personal action;
 - (6) religious instruction not to exceed on average three hours per week;
 - (7) physical emergency conditions such as fire, flood, and storm;
 - (8) official school field trips or other school-sponsored outings.
- The following may be excused with prior approval from school including:
- a. family work, including babysitting;
 - b. family outings and/or trips; and/or
 - c. visitations/tests at vocational schools or college.

b. Procedures and Consequences Regarding Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom instructor.
- (2) **Excused absences which require prior approval from school include:**
 - a. family work;
 - b. religious observances;
 - c. visitation to vocational schools or colleges, military; and/or
 - d. family outings or trips.

2. *Unapproved Absences*

- a. An *unapproved absence* is defined as an absence that:
 - (1) Was not communicated to the school **before** the day of the absence. These would typically be excused absences with appropriate communication (ex. family trips, attending state tournaments as a spectator, college visits).
 - (2) Other absences that put students in difficult situations (ex. family responsibilities, habitual personal emergencies, etc.)
- b. Procedures and Consequences Regarding Unapproved Absences:
 - (1) Students will not receive disciplinary consequences.
 - (2) Students are required to make up all assignments missed.

3. *Unexcused Absences*

- a. The following are examples of absences which will not be excused.
 - (1) Any absence by an individual that was not approved by the school district.
 - (2) Any absence which is not state approved as an excused absence.
 - (3) Any absence in which youth worked at a business except under a school-sponsored work release program.
 - (4) Excessive accumulated unexcused tardiness will be treated as unexcused absences. Four unexcused tardies will equal one unexcused day
 - (5) Any other absence not included under the attendance procedures set out in this policy.
 - (6) Suspensions are to be handled as unexcused absences, and an individual will be permitted to complete make-up work for at least partial credit.
- b. Procedures and Consequences Regarding Unexcused Absences

For an unexcused absence, class work must be made up in the time stipulated on the make-up slip, and instructors have the discretion of adjusting the grade for this work because of the nature of the absence. A truancy petition referral will be made following county guidelines. In addition, students may be required to provide a doctor's note to excuse them from any future absences.

Any unexcused absences may be dealt with in the following manner by using one or more of the following options.

- 1. The person will be located in an in-school suspension area for a period of time.
- 2. The pupil will be expected to complete regular class assignments and any supplementary material as assigned by classroom teachers. Individuals will be permitted to complete make-up work for at least partial credit.
- 3. Youth may be withdrawn from class for a period of time that may include the remainder of the quarter. (Individuals may reapply to be readmitted to class after a period of time has elapsed, and a requirement of work has been completed.)
- 4. Persons will be given after school detention, Saturday school, or adjusted schedules to make up for truant behavior.
- 5. A pupil may appeal to the board of education for readmission to class at the end of the quarter.

Absences are recorded on the basis of either half or full day according to the following formula. If you miss one hour or more, regardless of when they occur, you have missed a day of school.

Youth cannot miss a class for a meeting or other function during the day without first receiving permission from the instructor. If it is not okay with the instructor, you must remain in class.

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 127.26-127.39.

If the result of a grade reduction or loss of credit was the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 127.26-127.39.

MAKE UP SLIPS

A student must present a parent's written excuse to the office that states the reason for his/her absence immediately upon returning. Whenever an individual has knowledge of being absent in advance, he/she must bring a written request from the parent and/or guardian. The student may request a make up slip from the office to show his or her teachers.

The pupil is to secure his/her assignments from each teacher and make this work up promptly. To receive full credit, it must be satisfactorily completed on time.

MAKE UP WORK

A reasonable amount of time is provided to complete work that has been missed. **A PERIOD OF TWO DAYS FOR EACH DAY MISSED WILL GENERALLY BE THE RULE**, unless mutual agreement is made between the person and instructors. It is the student's responsibility to see that this work is made up.

EIGHTEEN YEAR OLD STUDENTS

When a person turns 18, he/she must bring a parent written statement that gives the student permission to write his/her notes. Youth must make verification of all appointments, and the principal and/or dean of students must approve all absences. This privilege will be revoked back to the parent and/or guardian if the individual abuses it.

FIELD TRIPS

Field trips for students are planned for educational purposes to meet classroom objectives. These might include specific curricular activities and/or celebrations of accomplishments.

Field trips are a privilege and may be denied based on attendance, behavior, homework completion, grades, or any other reason deemed appropriate by administration. Individuals who are denied field trip privileges or choose not to attend are expected to attend school on the day of the trip.

In order for persons to attend a field trip, they must agree to be held to high standards of conduct, follow school rules, and accept full responsibility for their actions. Pupils participating in field trips will be held to the same rules/consequences followed while on school property.

SCHOOL VISITS (COLLEGE AND VOCATIONAL SCHOOLS)

Juniors and seniors will be permitted to visit a school that they are considering to attend after graduation. Youth must obtain a form from the counseling office and have their teachers, the parent and/or guardian and the office sign off at least two days before going on a visit. The form to be used for this purpose is located in *Appendix F*. We encourage parents and/or guardians to accompany pupils on these visits.

Students who do not follow these procedures will be unexcused. Any exceptions to the above guidelines will be handled on an individual basis depending upon the person's goals, plans, and situations.

MEDICATION ADMINISTRATION AT SCHOOL

Only a school nurse, secretary, teacher, principal, or health aide may administer medications in the school setting (except when criteria for self administration of medication is met.) All individuals giving medication are trained in its administration.

Medication can be given when the following information has been provided.

1. From the parent and/or guardian:
 - a. child's name;
 - b. name of medication to be given;
 - c. parent emergency phone number(s);
 - d. parent signature; and
 - e. medication sent to school in the labeled pharmacy bottle.
2. From the physician:
 - a. diagnosis;
 - b. name of medication;
 - c. dosage (including route and time); and
 - d. signature.

Forms are available from the nurse's office or on the school website for all medication administration.

Over-the-counter medications will be given with the same restrictions and requirements as prescription medications as stated above in #1. (Examples: Tylenol, Ibuprofen, cough drops, throat lozenges, etc.)

Persons on a self-management of medication program must register with the licensed school nurse. She will review with the student the rationale for the medication, its use and side effects, and monitor the effectiveness of the medication. A parent's and/or guardian's permission is required for self-management.

High school youth may possess and use nonprescription pain relief medication as directed on a label once the school has received a written authorization from that individual's parent and/or guardian permitting the student to self-administer the medication.

The district may revoke the privilege to possess and use nonprescription pain relievers if it determines that the individual is abusing the privilege.

HEALTH SCREENINGS

Hearing and Vision screenings are done as recommended by the Minnesota Department of Health and per parent and/or guardian request.

IMMUNIZATIONS

All students must have written proof from a health provider or previous school of up-to-date immunizations before the time of admission according to the Minnesota Department of Health requirements. Required immunizations include:

- a) Measles, Rubella, and Mumps: Two dose vaccine;
- b) Diphtheria, Tetanus, Pertussis (DPT), Diphtheria, Tetanus (DT Pediatric), and/or Tetanus Diphtheria (Td): Any combination of five or more doses of DPT, DT, and/or Td vaccine including a booster after age 11;
- c) Polio: Four doses vaccine;
- d) Hepatitis B: Three doses vaccine; and
- e) Varicella: Two doses vaccine or date of having chickenpox disease.
- f) Meningococcal: One dose upon seventh grade or after age 11. Second dose after age 16, required for twelfth grade.

STUDENT ACCIDENT INSURANCE

Eden Valley-Watkins does not carry accident insurance for any mishaps which may occur on school premises. However, various benefit options of coverage may be purchased by parents and/or guardians through the district. Please contact the business office to obtain additional information pertaining to these options, if interested.

ONLINE REGISTRATION/EMERGENCY INFORMATION

Please complete the new online registration forms and always make sure that the school has current phone numbers and a current email address.

ILLNESS IN SCHOOL

If you become ill during school, please report to the office. If the nurse is on duty, she will assist you. At other times, you will go to the nurse's office to rest or be sent home. In case of an illness or emergency, our procedure will be to contact the parent and/or guardian at home or work. No one will be sent home without permission. **Emergency contact forms need to be completed electronically.** On these documents, please list specific persons to call in case parents and/or guardians cannot be reached.

Individuals who claim to be ill and spend time in a lavatory or area other than the principal's or nurse's office will be considered to have skipped class and will make up that time. **YOU MUST REPORT TO THE OFFICE WHEN YOU ARE ILL.** If you feel too ill to do so, please have a student or instructor notify the office immediately.

HEAD LICE

Head lice infestations are a common problem for children in a school setting. Anyone can get head lice. Parents should check their child(ren) for head lice regularly.

Areas of Responsibility

Upon finding live head lice or eggs/nits with no known treatment done within the last 48 hours, a parent and/or guardian will be contacted to pick up the student. Treatment is required before returning to school. Please refer to the school website for additional information pertaining to head lice.

CHECKS ISSUED TO THE SCHOOL AND CHECK CASHING

Checks to the school should be written as, **Payable to ISD #463** and have a notation in the memo that states the reason for payment. **There will be no cashing of third party checks.** Furthermore, payment on a lunch account should be made payable to **ISD #463-Lunch** and have the individual's name in the memo. Payments for Community Ed classes should be made payable to **ISD #463-Community ED** and have the class noted in the memo. Payment for a school fundraiser should be made payable to **ISD #463** and state the student activity such as **NHS/FFA/JHS**.

FEES

Public education in Minnesota is free to all youth who are residents. However, fees may be charged under the following circumstances.

1. A project in art, FACS, industrial arts, or some other class that is in excess of the material requirements of the minimum course outline, if the student elects to take such projects home. Persons may provide their own materials for such projects, with the approval of the classroom teacher.
2. Cost of the school equipment 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. Deposits for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. It is applicable only if the pupil is enrolled in a course involving laboratory or shop work.
4. Rental charges on school-owned music instruments, if the person requests use of the instrument.
5. Driver education offered through community education.
6. Costs of trips which are made available occasionally but are not part of a course.
7. Costs of the yearbook, graduation items, or class rings should the individual elect to order any of these items.
8. Admission fees for concerts, plays, athletic events, and other activities in which the pupil may attend at his/her option.

SENIOR YEAR FEE

There will be a \$25.00 charge to twelfth graders for senior year activities.

FUNDRAISER GUIDELINES

In order to obtain permission for a fundraising activity, a donation solicitation pre-approval form, which can be obtained from the district office, must be completed prior to seeking funds from any individual, business, or organization. This form will provide information on:

- A) the sponsoring organization;
- B) the type of activity being requested;
- C) a description of the specifics, timelines, and purposes of the fundraiser;
- D) which persons and/or businesses will be contacted to donate money;
- E) which pupils will be directly involved in raising the funds; and
- F) what other fund raising activities have been done or are being planned by the group for the remainder of the school year.

Approval from the principal, superintendent, and school board are required before fund raising plans can proceed.

NATIONAL HONOR SOCIETY

Senior and junior high chapters of the National Honor Society are available. Faculty recommend pupils based on the qualities of scholarship, leadership, character, and services. Members must exhibit behavior consistent with the eligibility standards for participation in the Minnesota State High School League. Junior high youth, grades 7-9, must maintain grade percent averages of 3.6.

For senior high students, tenth grade will no longer be eligible to apply for membership. The advisor will meet with ninth grade pupils in JHS in the spring to advise them about getting involved, honor classes, leadership and character, and demonstrating criteria during their tenth grade year in order to be eligible as a junior.

In the fall towards the end of first quarter, the names of eleventh and twelfth grade individuals that qualify with a minimum 3.5 grade point average and EVW Honors Diploma requirements will be given to staff who can nominate them for NHS and provide feedback.

Once persons have been nominated and meet all requirements, they will be asked to apply with traditional NHS selection done by committee.

SCHOOL RECORDS

The school has the following records on file: grades, attendance, standardized test scores, and discipline records. You and your parent and/or guardian may see the contents of these records by making an appointment to do so with the counselor or principal. You may have copies made of anything in the school record, at a cost to you, but you are not permitted to take the original record out of the office.

Pupils may have their records sent to employers, vocational schools, colleges, etc. upon request. **BEFORE ANY SCHOOL RECORDS WILL BE RELEASED TO ANOTHER SCHOOL OR EMPLOYER, ALL HIGH SCHOOL OBLIGATIONS MUST BE COMPLETED.**

We frequently receive letters or calls from prospective employers, colleges, and other outside agencies requesting information on present and former youth. Employers and colleges are interested in much more than your grades. Your scholastic record is very important. In addition, they may ask the following questions:

- a. How was your attendance?
- b. Are you honest?
- c. Are you reliable?
- d. Do you get along with others?
- e. What services have you performed for your school and community

area?

A permanent list of grades and accomplishments are kept as a part of your record after you leave school.

STUDENT ADDRESSES

EV-W Secondary School will provide access to the campus and mailing information (names and addresses) for appropriate representatives of all branches of the armed forces, colleges, and universities. This information will be kept confidential, if the high school office is informed by a parent or student of such request. Indiscriminate distribution of lists of names, addresses, and phone numbers will not be done. **We do forward all student records to transferring school districts.**

DIRECTORY INFORMATION

The school district has adopted a data privacy and records policy incorporating state and federal requirements as to data privacy rights.

The following information is considered "directory information" and is available to anyone interested in it.

Person's names	Participation in officially recognized activities and sports
Dates of attendance	Weight and height of members of athletic teams
Grade level	Degrees, honors, and awards received
Names of parents	Pictures
Date of birth	

Directory information may be released to the public without prior parent or student consent, unless the parent or eligible person has objected in writing to the release of one or more categories of such information.

Directory information does not include identifying data which references religion, race, color, social position, or nationality, home address, telephone number, email address, or other personal contact information.

ARRIVING TO SCHOOL PRIOR TO FIRST HOUR

Once a person arrives on school property, he/she cannot leave without permission from the office. In addition, the gym will be closed prior to first hour.

BUILDING SECURITY

Entrance doors are locked at 8:20 a.m., and youth and parents are required to enter through the main office when arriving at school after this time.

LEAVING THE BUILDING AFTER SCHOOL

At the end of the day, all students are required to leave the building by 3:30 p.m., unless they have a legitimate reason to remain. Such reasons include meeting with an individual instructor to receive help, extra-curricular practice, detention, or drivers training. Persons who are not involved in one of these activities will be asked to leave the building. If pupils refuse, disciplinary action will result.

FACE MASKS

If required by the state, face masks and/or coverings will be worn while on district premises. A mask may include any of the following and must cover a person's mouth and nose:

- a) Paper or disposable mask;
- b) Cloth face mask;
- c) Scarf;
- d) Neck gaiter;
- e) Bandana;
- f) Religious face covering; and
- g) Medical-grade masks and respirators.

Exemptions and alternatives for mask use will be based upon developmental, medical, or behavioral health conditions. Failure to abide by the order may result in such disciplinary actions, as appropriate, which could include removal from school property, referral to law enforcement, or termination. Additional information pertaining to the mandate's guidelines may be found in policy #808 of the district policy handbook.

EYE SAFETY

Students must wear protective eye wear for all industrial technology and physical education classes. Loss or damage of issued safety eyewear will result in a charge for replacement.

The **first offense** of a person not wearing their safety eyewear in a hazardous area will be a verbal warning.

The **second offense** will be a removal from class, and the pupil must report to the office for the remainder of the class period. He/she will be allowed to return the next time the class meets.

For a **third offense**, the student will be removed from class and will not be allowed to return until a conference between the individual, teacher, principal, and parent and/or guardian can determine the appropriate action. This conference may conclude that the person should, for safety reasons, be permanently removed from the class.

BACKPACKS AND BLANKETS

Youth are not allowed to carry backpacks and blankets with them while attending school. Pupils transporting their personal computers within cases and/or bags specifically designed for

these devices are exempt from this policy. In addition, individual accommodations will be made, as necessary, through the approval of building administration.

BICYCLES

Pupils who ride bicycles to school must keep them in the bike rack provided at the south end of the building. They cannot be used during noon hour or any other time during the school day.

ROLLER BLADES, ROLLER SKATES, SKATEBOARDS, AND WHEELED SHOES

These items may be used to and from school in conjunction with a physical education class approved by the instructor. They may not be worn or used within the building at any time.

VISITORS

Visitor passes must be obtained 24 hours prior to the day of attendance. Passes will only be given for unique circumstances and will be granted through authorization from school administration. Parents and/or guardians who would like to visit a classroom must call the office and notify school officials when they would like to come. Furthermore, all visitors must report to the secondary office to obtain their pass.

ANIMALS IN SCHOOL

Animals may not be brought to school unless permission is obtained from administration. If permission is granted, they must be taken home immediately at the conclusion of the school activity and/or function.

GUIDE DOGS

Guide dogs are allowed on school premises, when needed. However, certification paperwork must be provided to building administration at the time of use. Furthermore, the person in possession of the animal will be responsible for cleanup.

PREGNANT/MARRIED STUDENTS/UNWED MOTHERS

Marital, maternal, or paternal status shall not affect the rights and privileges of youth to receive a public education nor participate in any extracurricular activity offered by the school. Persons who are pregnant shall continue in school in all instances unless the individual's physician rules otherwise. If a doctor does not advise attendance, the principal and counselor will make special arrangements to provide an appropriate educational program for the pupil.

YOUNG CHILDREN

Older brothers and sisters should not bring younger family members to school for babysitting purposes. Likewise, students who are parents should not bring their children to school. These situations disrupt the learning process.

WORK EXPERIENCE

Individuals who are on work experience must report to school for their academic schedule or they cannot attend school sponsored work experience programs. Pupils who are on suspension will not be allowed to attend work experience if it is during their suspension period. Students must pass work experience both quarters during a semester to be eligible for it during a subsequent semester.

TELEPHONE

A telephone is available in the school office. **THIS PHONE IS FOR LOCAL CALLS ONLY.** Long distance calls can only be made to surrounding communities. Phone calls should not be made during class hours unless it is an emergency.

BOOKS, UNIFORMS, AND EQUIPMENT

Youth are issued textbooks, uniforms, and various types of equipment and supplies for use in class. All material remains property of Eden Valley-Watkins Public Schools and must be returned in good condition after use. Individuals are responsible for all materials, uniforms, or equipment issued to them. The school will charge an appropriate replacement fee for textbooks, workbooks, library books, or equipment lost or destroyed.

DEFICIT ACCOUNTS

The Eden Valley-Watkins School District will make reasonable efforts to communicate with families to resolve the matter of unpaid charges.

The district will make multiple attempts and exercise reasonable efforts to collect any and all unpaid charges classified as delinquent debt. Unpaid charges are designated as delinquent debt when payment is 30 days overdue and the amount exceeds -\$100.

Overdue balances that exceed -\$100 that are not paid prior to the overdue notice will be turned over to the superintendent or superintendent's designee for collection. Collection will include an additional \$15 for service and processing, the use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

LOST AND FOUND

All items found in the building and on the school grounds should be taken to the high school office. All lost articles should be reported to the high school office, too.

MESSAGES

Emergency messages will be delivered to students as immediately as necessary. **To maintain the integrity of instructional time, non-emergency messages are to be avoided.** Because of time constraints, the school will not be responsible for messages that pupils do not pick up.

SCHOOL CLOSING

Weather or other emergencies periodically force schools to postpone their operations. Announcements for late start or for all day school closing will be broadcast through the SchoolMessenger communications program and broadcast on the following stations: WCCO (830 AM and Channel 4); KSTP (Channel 5); Fox (Channel 9); KARE (Channel 11); KASM (1150 AM); KLFD (1410 AM); WWJO (98.1 FM); WJON (1240 AM); KZPK (98.9 FM); KNSI (1450 AM); KCML (99.9 FM); KWLM (1340 AM); Q102 (102.5 FM); K100 (100.1 FM); KDUZ (1260 AM); and KARP (106.9 FM).

FLEXIBLE LEARNING

Flexible Learning provides instruction to students on days in which school is not in session. Our teachers and pupils will interact with one another in an online environment where lesson content is presented, questions are answered, and education continues. For individuals who do not possess internet service at home, accommodations will be made as necessary to assist youth with their studies. Consequently, Flexible Learning Days will have flexible due dates for assignments.

MEDIA CENTER

The media center at Eden Valley-Watkins High School contains a variety of learning experiences for youth. Individuals are required to use common courtesy with respect to their behavior. Those who abuse media center resources or disrupt the purposeful environment of the area will lose their privileges to use the facility for an appropriate number of days. The Internet Rights and Responsibilities Policy Statement must be signed before persons use the Internet.

CELL PHONES / HEADPHONES / NON-SCHOOL ISSUED ELECTRONIC DEVICES

Purpose:

The purpose of this cell phone, earbuds and non-school issued electronic device policy is to promote a focused and productive learning environment, ensure student safety, and minimize distractions during instructional time for students at Eden Valley-Watkins High School. This policy outlines the appropriate use of cell phones, earbuds, and other non-school issued electronic devices within the school premises.

Policy Guidelines:

- 1) The use of cell phones, headphones, and all other non-school issued electronic devices will be prohibited during the academic school day which runs from 8:17 a.m. to 3:12 p.m., except during SOAR hour (non-advisor times) and passing times.
- 2) Students must keep their cell phones, earbuds, and non-school issued electronic devices silenced, in their lockers and/or out of sight during each class period throughout the school day.
- 3) The electronic devices shall not be accessed, used, displayed or heard during any class period, regardless of the location of the student. This includes being in the hallway, media center or any other location during class time.
- 4) Students are permitted to access devices during College in the Schools (CIS) classes at the discretion of the instructor. If the CIS instructor allows cell phone use, they can only be used in that classroom.
- 5) Wired headphones to Chromebooks only may be used at the discretion of the teacher.
- 6) 12th grade students may use electronic devices while at the Senior Bench during the school day.
- 7) Cell phones, headphones, and non-school issued electronic devices are not allowed to be used in the bathrooms and/or locker rooms.
- 8) Students are allowed to have their devices visible and use them before and after school, during passing time and during SOAR hour, with the exception of advisor time.
- 9) The use of electronic devices during permitted times shall be respectful, responsible, and in line with the school's code of conduct.
- 10) Students who choose to bring cell phones, headphones and other non-school issued electronic devices to school do so at their own risk. The school district assumes NO LIABILITY for lost, stolen, or damaged devices.

Compliance:

A staff member will confiscate these devices from students whenever the policy is not followed. If a student refuses to relinquish the cell phone, headphones and/or other non-school issued

electronic device to a staff member when asked, that student will meet with an administrator, which may result in more serious consequences.

Results of cell phone, headphones, or non-school issued electronic device violations will be as follows:

A. First Violation

- a. Device will be confiscated by a staff member and turned into the office for the remainder of the school day.
- b. The violation will be documented.
- c. Parent/Guardian will be notified.
- d. The device will be picked up by the student in the office at the end of the school day.

B. Second Violation

- a. Device will be confiscated by a staff member and turned into the office for the remainder of the school day.
- b. The violation will be documented.
- c. Parent/Guardian will be notified.
- d. The device will be picked up by a parent/guardian during regular office hours (7:30 a.m - 4:00 p.m.).

C. Third Violation

- a. Device will be confiscated by a staff member and turned into the office for the remainder of the day.
- b. The violation will be documented.
- c. Parent/Guardian will be notified.
- d. The device will be picked up by a parent/guardian during regular office hours (7:30 a.m - 4:00 p.m.).
- e. A meeting with an administrator will be held to determine a plan for storage of the student's electronic device during the school day. This may include, but is not limited to, the device not being brought to school or checked into the office daily.

Progressive disciplinary action will be taken for each violation following the 3rd offense.

DRONES

For safety and privacy reasons, drones are not allowed on any of the school grounds. In addition, the district is not responsible for damage that may be caused by drone use from the public.

TECHNOLOGY USE POLICY

I. PURPOSE

Eden Valley-Watkins Schools believes that 21st Century instruction is necessary for 21st Century learning. Providing students with an environment that fosters and encourages this belief is part of our core values. All members of our learning community hold the responsibility to value technology and achieve technological

proficiency to prepare individuals for the work place and future jobs which currently may not exist. Schools must challenge students with rigorous, personalized academic experiences, foster innovation and creativity, and embrace emerging technologies. In a 21st Century learning environment, persons actively engage in a cohesively integrated curriculum, access information, and apply it in solving authentic problems. Our pupils are living in a world where they have immediate access to information anytime and anywhere. Many youth have personally owned devices in their pockets that can be used to allow them to learn in their own style and at their own pace. With digital learning, everyone can access high quality and rigorous instruction in every subject, thereby, maximizing their opportunity for success in school and beyond. A decade ago this was just a dream. Today, it can be a reality.

II. SCOPE

This policy shall apply to all users of the school district's internet access, computers, and equipment, including but not limited to students, faculty, administrators, support staff, agents, and board members. This policy shall apply to the use of the school district's internet access provided by any means.

III. SYSTEM/PROPERTY RIGHTS

The information, communication, processing, and storage resources provided by the school district are the sole property of the district. Files, data, and other communication created, originating from, or stored on the district's hardware, software, computer disks, or other electronic systems are also the property of the school district. Equipment and software leased from others by the school district are considered the district's property for the purposes of this policy. The district's ownership and control over its systems shall apply regardless of how and where a user accesses the district's systems.

IV. PRIVACY

The school district can and will inspect information and files stored, processed, or communicated by or through its information systems without further notice to users. Users of the computers, equipment, and internet access through the district shall have no expectation of privacy related to such use.

V. ACCESS RULES/SECURITY

Users shall not use any internet access or service provider other than the access or service provider that is supplied and made available to the user by the school district. Users shall only use software, including but not limited to, e-mail applications and web browsers that are supplied by the school district. Employee users shall not install hardware or software on the school district's systems without the express prior permission of the district's technology coordinator. Students may not install hardware or software.

Every user must maintain the security of the school district information systems. Users shall not divulge passwords or security protocols to anyone outside the school district. Users shall not permit nonemployees/unauthorized users to use their

passwords or the school district's internet access. E-mail communications are vulnerable to interception. Confidential information shall not be transmitted via e-mail.

VI. DEVICE USE REQUIREMENTS

Individuals in grades 7-12 are required to use a school issued device to assist them with their studies. Usage guidelines are as follows:

- 1 Students will be assigned a district Chromebook and charger. They will be allowed to not only use the device at school, but at home as well.
- 2 Students are not allowed to use a personal device at school during classroom instruction.
- 3 A fee of \$20.00 for students in grades 7-12 (per year) is required for use of each school-owned device. These funds will provide an insurance policy for any accidental damage that may occur to the Chromebook.

VII. STUDENT AGREEMENT

The use of personal technology to provide educational material is not a necessity but a privilege. A person does not have the right to use his or her laptop, cell phone, or other electronic devices while at school without express permission from the teacher. When abused, privileges will be taken away. When respected, privileges will benefit the learning environment.

It is our intention that youth and instructors will collaborate in rich, engaging learning experiences using technology. In order to be a responsible electronic citizen at EV-W, persons are expected to follow these guidelines:

- A. Students may use these devices in the classroom when the teacher determines it is appropriate for educational purposes. Individuals must learn when to use and not to use technology including headphones. If they are not sure, pupils must ask for clarification.
- B. All devices must remain silent or be put away unless they are being used within a lesson during class time. Personal technology cannot be used during campus, district or state testing, student performances, lyceums, etc.
- C. Devices must have the ability to enhance the educational process and must be able to access the internet.
- D. Youth are responsible for making sure devices are fully charged prior to use in class.
- E. Technical support for personal devices will not be provided by EV-W staff.
- F. Persons will connect to the Eden Valley-Watkins Student Wireless Network.
- G. Students must comply with acceptable use terms for accessing the internet while on campus.
- H. The device may not be used to cheat on assignments, tests, or for non-instructional purposes during instructional time.
- I. Personal technology with photographic or video capabilities may only be used with explicit permission from the classroom instructor or principal.

- J. The device may not be used to record, transmit, or post photographic images or video of a person or persons on campus, during school activities and/or hours, unless assigned by the instructor as allowed by this policy.
- K. The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- L. Individuals must comply with teachers' requests to turn off the device.
- M. Pupils are responsible for ensuring that any computers or computing devices, CDs, memory sticks, USB flash drives, or other forms of storage media brought from outside the school are virus free and do not contain any unauthorized or inappropriate files.
- N. All devices should be clearly labeled with the person's full name. Password protection is recommended. Parents and/or guardians should discuss insurance, data plans, and fees as they are not the responsibility of EV-W faculty.
- O. Youth are responsible for the security of their personal property brought to school and should keep personal items with themselves or in a locked space. Lost and found devices must be immediately reported and/or turned over to an instructor or administrator.
- P. Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.

VIII. INAPPROPRIATE TECHNOLOGY USE

Inappropriate use will generally fall into two categories: procedural and malicious. Procedural issues will be routinely handled within the classroom and common areas of the school without formal intervention. Examples of procedural issues would include having a device out at the wrong time.

More serious and malicious use will be reported to the office. Examples of these types of issues would include:

- using the personal technology for illegal purposes, including but not limited to cyberbullying, gambling, pornography, and computer hacking;
- using photographic or video features in any restroom or locker room;
- purposefully opening, viewing, and using or deleting files on another individual's personal technology without permission;
- electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures);
- downloading or plagiarizing copyrighted information without permission from the copyright holder;
- intentionally introducing a virus or other malicious programs onto another individual's personal technology device; and
- electronically posting messages or accessing materials that are abusive, obscene, sexual oriented, threatening, harassing, damaging to another's reputation, or illegal.
- causing any personal or property damage resulting from intentional misuse of electronic devices (ex. inserting metal, graphite and other objects into Chromebooks in an attempt to cause sparks or smoke)

IX. CONSEQUENCES FOR INAPPROPRIATE USE

In the event that technology is used inappropriately, normal disciplinary consequences may occur. As described above, procedural and malicious situations will be handled differently. For those more serious situations, the following may occur:

- suspension of privilege to access the network on campus;
- appropriate disciplinary or legal action in accordance with the discipline policy and applicable laws including monetary damages; or
- possible criminal action.

X. DISCLAIMER/USER LIABILITY

1. While the school district has adopted and shall enforce the policy to the greatest extent possible, it does not have the resources or technical capability to ensure complete compliance by its users who shall be responsible for following the terms of this policy.

2. The school district shall not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, or internet access which violates this policy or any law.

3. The school district expressly disclaims any liability resulting from any of the following:

- a. financial obligations resulting from the use of the school district accounts to access the internet or any other financial obligation entered into on behalf of the school district by an unauthorized individual;
- b. damage to property used to access school district computers, equipment, online resources, or networks;
- c. information received through school district computers, equipment, online resources, or networks; and
- d. damages, injuries, or improper communications resulting from contact between individuals, including students, through the internet, e-mail, or use of school district equipment, computers, or systems.

Appendices

Appendix A:	Incomplete Work Request Form
Appendix B:	Independent Music Class Permission Form
Appendix C:	Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing
Appendix D:	Teacher's Aide Application
Appendix E:	Student Exchange Programs
Appendix F:	College Visit Form
Appendix G:	College in the Schools Office Hours Permission Slip

Incomplete Work Request Form

Name: _____

Grade: _____

Reason for Extension: _____

Approval: Yes _____ No _____

Plan to Complete Work: _____

Signatures: _____

(student)

(instructor)

(principal)

Independent Music Class Permission Form

In order to be considered for an independent music class, the following criteria must be met.

1. Juniors and seniors are only eligible for it.
2. Enrollment will only be allowed for special circumstances, schedule conflicts, and unique needs. *(Note – It will not be permitted to “load up” on classes during the junior year to have a “lighter” schedule the senior year.)*
3. Prior to registration, initial approval must be obtained from the counselor. This must be followed with approval from the music department and classroom teacher.
4. Participation in an independent music class schedule will require an individual to meet with band and/or choir instructors a minimum of one day per week.

_____ has met the above requirements and has permission to enroll in an independent music class.

Counselor

Date: _____

Band and/or Choir Instructor

Date: _____

Classroom Teacher

Date: _____

Principal

Date: _____

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the Minnesota Academic Standards or the WIDA English Language Development Standards. These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

WIDA ACCESS and WIDA Alternate ACCESS for English Learners

The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results for:

- Postsecondary Enrollment Options (PSEO) in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form on the following page. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the
[Statewide
Testing page](#)
for more
information.

Check with your local school or district to see if there are any additional consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the October 1 each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be submitted to your student's school or district office prior to testing.

First Name: Middle Initial: Last Name:

Date of Birth: Current Grade in School: Student ID Number (if known):

School: District:

Parent/Guardian Name (print):

Parent/Guardian Signature: Date:

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting your student out of this school year:

- | | |
|--|--|
| ☐ Reading MCA/Alternate MCA | ☐ Science MCA/Alternate MCA |
| ☐ Mathematics MCA/MTAS | ☐ WIDA ACCESS/WIDA Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20 to 20 school year.)

Eden Valley-Watkins

Teacher's Aide Application

Name: _____

Grade: _____

Hour: _____

Why would you like to assist a teacher rather than have a study hall?

What are your strengths? (Math, organization, creativity, etc.)

Have you already spoken to a teacher about working for them? (circle) Yes No

If so, which teacher _____

I understand that serving as a TA is not a free hour. I am expected to check in each day and complete the tasks assigned by the supervising teacher. If I am not working up to expectations and/or not in good standing I will be moved back to study hall.

Signature

Date

STUDENT EXCHANGE PROGRAMS

Eden Valley-Watkins will only accept foreign exchange students through approved programs. The number of slots for exchange students is three, based upon projected student enrollment and adequate facilities.

All organizations operating programs must receive approval of the high school principal prior to placing an individual within the district. Approval will be based upon criteria established by administration and school board policy. The school reserves the right to work with exchange organizations that have proven their commitment and responsiveness to a successful experience for the pupil and the school.

Exchange Program Timeline Approval

1. Contact the high school principal prior to June 1 indicating an interest in placing an exchange student.
2. If approved, provide the principal with a written notice of the intent to place by July 1.
3. Receive enrollment authorization for placement prior to contacting potential host families.
4. Personally interview and screen all potential host families, matching student and family interests and personalities.
5. Submit student and host family applications by August 1 of the year in which the person wishes to enroll (Application to EV-W is formalized by the receipt of a copy of the foreign exchange student's allocation packet, including name and address of the host family.)

Acceptance of Foreign Exchange Students

1. Be eligible for enrollment, be between the ages of 16-18 years old and six months of age by August 31 of the school year of enrollment, and not have graduated from high school in another country.
2. Possess a J-1 visa.
3. Have adequate command of the English language to function in a regular classroom. The foreign exchange program must document the individual's English ability as part of the application process. No special assistance will be provided in English.
4. Present documentation of acceptable academic achievement.
5. Provide:
 - a. insurance documentation (accident and medical coverage that meets or exceeds state guidelines);
 - b. written permission from the foreign exchange program to participate in interscholastic athletics, if applicable.
 - c. results of a recent physical examination and proof of required immunizations.

- d a copy of any special rules and requirements contained in the foreign exchange agreement.
- e Any other data required by the Eden Valley-Watkins Schools.

School Expectations for Exchange Students

1. Each exchange pupil must be qualified to participate in regular classes and maintain a typical schedule – this means an acceptable level of proficiency in the English language, a commitment to treat coursework as important, and the social skills to enjoy participation in social and extracurricular activities.
2. EV-W appreciates the difficulty of a person's plunge into a different language/culture/institution; however, exchange students are expected to attain average to better grades.
3. As with all youth, exchange students are subject to district-wide and school standards of behavior and discipline.
4. Exchange students must be aware that participating in interscholastic athletic teams means they must comply with district and state athletic eligibility regulations and that many teams require try outs.
5. Enrollment eligibility will be for one year only.
6. At the conclusion of the school year, persons will be granted a certificate of attendance and not a diploma.

PLANNED ABSENCE FORM FOR COLLEGE VISIT

Planned absence forms are for Juniors and Seniors who need to be excused from school for college visits.

- The office will excuse planned absences when forms are properly completed.
- Failure to follow the directions below will result in an unexcused absence.
- Seniors are allowed two college visits per year and Juniors are allowed one (more if approved AHEAD of time by the counselor).

1. Have your teachers initial

TEACHERS: PLEASE DO NOT INITIAL THIS FORM IF THE STUDENT IS NOT PASSING YOUR CLASS.

Hour	Initial
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____

2. You must be passing ALL of your classes to be excused.
3. This form must be turned into the office a minimum of two days in advance.
4. You must return a signed business card from an admissions counselor at the college to the school counseling office on the day following your visit
5. Complete the following:

Students Name: _____

Name of College: _____

Date of Visit: _____

Parent's Signature: _____

School Counselor's signature: _____

Becky's signature: _____

*Leave this form with Becky in the office.



9/1/26

Dear Parent/Guardian(s),

You are receiving this letter because your student is enrolled in one or more College in the Schools classes at Eden Valley-Watkins High School (see list below) for the 1st semester of the 2026/2027 school year. This is an EVW course that has been approved by a post-secondary institution to be offered for college credit. Your student is “dual-enrolled” and earning college credit already while still taking and earning high school credit.

EVW 1st Semester Course	Post-Secondary Institution	EVW 1st Semester Course	Post-Secondary Institution
College Algebra	Southwest Minnesota State University	College American History	University of MN
College Band	Central Lakes College	College Biology	St. Cloud State University
College Calculus	Southwest Minnesota State University	College Choir	Central Lakes College
College Comp.	St. Cloud State University	College Pre Calculus	Southwest Minnesota State University
German 3	University of MN	CNA	St. Cloud Tech. & Comm. College

While enrolled in this course, your student will be completing college level work. EVW is offering an opportunity to afford a greater level of individual responsibility to your student through what we are calling “Office Hours.” Days with “Office Hours” will be determined by the classroom teacher of the CIS course. During an “Office Hour” day, a student that is making satisfactory progress (80% or higher in the course) will be allowed to not attend class and complete the learning activities independently. Students will always have the opportunity to attend class as scheduled and seek additional help or support from their teacher during “Office Hours.” Students using “Office Hours” to leave campus will not be counted absent. Students not meeting the 80% or higher grade requirement will be expected to attend class. Students with an “Office Hour” next to SOAR Hour will be allowed to be absent during SOAR Hour as long as it is a non-Advisor lesson day AND a staff member has not requested to meet with the student during SOAR Hour.

Please discuss your expectations with your student so they are fully aware of your wishes prior to “Office Hour” days. The permission form on the next page, and also sent home with your student, must be completed and on file in order for your student to leave campus during “Office Hour” class periods. Students choosing to remain on campus during their “Office Hour” must show up to class for attendance and then utilize our electronic hall pass system if they wish to checkout to a different location within the school. Please contact your student’s teacher with questions.

Sincerely,

Dave Schneider
Eden Valley-Watkins High School Principal



Students enrolled in a College in the Schools (CIS) course at Eden Valley-Watkins High School may qualify to leave campus during "Office Hour" periods. At the CIS teacher's discretion, students may have the opportunity to complete tasks as needed at school or off campus on identified "Office Hour" days. To be eligible for off campus "Office Hours," students must be in good standing in the CIS class (80% or higher) and approved by the classroom teacher. Students choosing to remain on campus during their "Office Hour" but not in the classroom, must show up to class for attendance and then utilize our electronic hall pass system if they wish to checkout to a different location within the school. Students must be in attendance for all other classes as scheduled. If a student leaves and returns to school before their CIS class period ends, they are required to immediately report to their CIS teacher's room after signing in at the HS office. If a student abuses this privilege in any way, it can be taken away by school administration at any time.

***For parents who regularly check PowerSchool and/or have absence notifications turned on, please be aware that when a student utilizes an "Office Hour" they will be marked "OH" in PowerSchool. Please note, they may initially be marked absent until cleared by the office through sign-out sheets. Please be patient with individual period absences in CIS classes until cleared (typically within 24 hours).**

Example Scenarios

- A student with a 1st hour CIS course may arrive late on "Office Hour" days.
- A student with a CIS course during 2nd, 3rd, or 6th hour may leave school during their "Office Hour" class period, but must return to school on time for their next class.
- A student with a CIS course during 4th or 5th hour may be absent during the "Office Hour" period and SOAR Hour, as long as the following stipulations are met:
 - Student is not requested for SOAR Hour by any staff member.
 - Student is passing all of their classes.
 - Student must be present for all pre-planned lessons and meetings during Advisor.
- A student with a 7th hour CIS course may leave early on "Office Hour" Days.

Student Name _____

By signing below, I acknowledge that I am aware of the expectations and responsibilities surrounding CIS courses and "Office Hour" days. I will use my time responsibly, appropriately, and in accordance with the wishes of my parents/guardians. If leaving campus, it is best practice to only leave in your own vehicle and not transport any other students.

Student Signature

Date

By signing below, I acknowledge that I have discussed the expectations and responsibilities surrounding CIS courses and "Office Hour" days with my student. I give permission for my student to leave campus during "Office Hour" days.

Parent/Guardian Signature

Date

****Please return the bottom half of the second page of this form to the EVW High School Office.****