

MARTIN COUNTY WEST SCHOOL DISTRICT

Junior/Senior High School Student-Parent Handbook

2026-2027



**Autumn Welcome, Principal
Tom Elliott, Dean of Students / Athletic Director
Jordan Neduzak, Academic Dean
Heather Winter, Social Worker
Anna Fleishmann, Special Education Coordinator**

**Building Hours
7:30AM – 4:00 PM**

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MARTIN COUNTY WEST JUNIOR/SENIOR HIGH SCHOOL STUDENT HANDBOOK

Welcome to Martin County West Junior/Senior High School. This is your school. We want to work with you to make it a place where all persons are respected and trusted. Our shared goal is to make Martin County West Junior/Senior High School an environment where every person is treated with dignity. To achieve and maintain an excellent school environment, cooperation is essential. This handbook contains general policies and guidelines which govern the organization and administration of Martin County West Junior/Senior High School.

WEBSITE AND CONTACT INFORMATION

All staff contacts can be accessed through the Martin County West Junior/Senior High School webpage which is located on the District Wide Website. This can be accessed by going to: **<http://www.martin.k12.mn.us>**

This is also the location where you can access grades, schedules, attendance, account balances, teacher websites, and activity schedules. We encourage you to personalize automatic notifications so you get the information you need electronically as it happens.

BUILDING INFORMATION

Martin County West Junior/Senior High School (7th – 12th Grades)
16 W Fifth Street

Sherburn, MN 56171
(507) 764-4661

Martin County West Elementary/Trimont (PreK, 3rd – 6th Grades)
77 W Beech Street
Trimont, MN 56176
(507) 639-2071

Martin County West Elementary/Central Office (PreK, K, 1st, 2nd, and Central Office)
105 E Fifth Street
Sherburn, MN 56171
(507) 764-4461

GUIDELINES TO A POSITIVE SCHOOL EXPERIENCE

**THIS IS MAVERICK COUNTRY ... WE DO EVERYTHING
WITH “PRIDE”**

Martin County West Schools Behavioral Matrix

	Classrooms and Learning Areas	Common Areas (Hallways, Cafeteria, Media Center, Restrooms, Campus)	Transportation	School Related Activities (Any event involving MCW Schools)
Personal Responsibility Knowing what to do and doing it	● Be on time ● Be prepared for class ● Use class time appropriately ● Be engaged ● Attend class on a daily basis	● Clean up after yourself and others ● Keep food and drink in assigned areas only ● Report concerns/issues to staff ● Follow food/beverage guidelines	● Obey all laws and safety rules ● Place trash in receptacles ● Park in designated areas ● Help promote safety	● Follow MCW rules and guidelines for all on or off campus activities ● Clean up after yourself and others
Respect Treating yourself, others and property with empathy and consideration	● Use positive tone and language ● Listen to others ● Follow staff directions ● Respect property and be kind to others ● Respect personal space	● Use positive tone and language ● Follow staff directions ● Respect property of others ● Keep hands to yourself	● Use positive tone, volume, and language ● Follow staff directions ● Respect property of others	● Use positive tone and language ● Follow staff directions ● Respect the school and property of others ● Respect those officiating or judging the contests
Integrity Acting with honesty toward self and school	● Be honest ● Take responsibility ● Do your own work ● Report acts of bullying and/or harassment	● Be honest ● Report acts of bullying and/or harassment ● Report graffiti or damages ● Have your planners at all times	● Be honest ● Park in designated areas ● Report suspicious or dangerous behaviors ● Report acts of bullying or harassment	● Be honest ● Report suspicious or dangerous behaviors ● Represent MCW in a positive manner
Disciplined Using self-control to be your best	● Appropriate use of devices and technology ● Obey classroom expectations ● Practice good study habits ● Respond appropriately to disciplinary actions	● Use positive tone, volume, and language ● Respond calmly and respectfully	● Follow school guidelines at all times ● Use caution when entering or exiting the parking lot ● Be on time	● Follow rules of the event ● Respond appropriately to criticism ● Serve as an Ambassador for MCW
Engagement Demonstrating a positive interest	● Actively participate in class activities ● Help and support classmates ● Be physically and mentally present	● Make everyone feel welcome at MCW ● Greet visitors ● Use common courtesies	● Make MCW Schools a better place for all ● Drive safely ● Pick up garbage in school vehicles	● Be involved ● Use your MAVERICK PRIDE ● Enthusiastically support participants ● Stand for the anthem and school song of both teams

I. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and

responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

II. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

III. ACADEMIC DISHONESTY

Academic dishonesty is a serious compromise of a student's integrity and will not be tolerated. Academic dishonesty means breaking the rules in school by cheating, copying work, lying, using someone else's ideas without giving credit, or doing anything unfair to get better grades, including but not limited to AI generated text. If academic dishonesty is discovered, the student's work will be confiscated. A failing grade will automatically be recorded for the work, parents will be notified, and further disciplinary action may occur. Grade adjustment will be at the discretion of the classroom teacher.

IV. ACADEMIC LETTER

Martin County West Junior/Senior High School has a recognition program for students in grades 9-12 who demonstrate

success in the classroom. To be awarded an Academic Letter the following must be true for the second semester of the previous year and first semester of the current year.

- A student must maintain a grade point average of 3.5 or higher for enrolled MCW courses.
- If a student is enrolled in PSEO courses, all PSEO grades must be greater than a C+.

9th grade students will need to have earned a 3.5 or higher Grade Point Average for the first semester of their 9th grade year to be eligible for this recognition. For the first letter, students will receive a letter and a certificate. On the second and subsequent times they letter, a bar will be given. The students will be recognized at the Awards Program at the end of the school year.

V. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

VI. ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar and are of educational value covering such things as school pride, cultural experiences or professional speakers. These programs are of educational value and are required of students, just as classes are. Special attention to etiquette and good citizenship is expected of all students. Students not able to act accordingly will be removed from the activity. Most assemblies will be advertised ahead of time so arrangements to attend need to be made by students who tutor, have Ag Oc, or another obligation that could be avoided.

VII. ATTENDANCE

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. Time lost from class is irretrievable in terms of opportunity for instructional interaction. The following attendance policy supports this philosophy.

It is the sole responsibility of the administration to determine if an absence is excused or unexcused. Both excused and unexcused absences will count toward the absence limit allowed, except school activities. Unverified absences or absences from class for reasons other than those determined by the administration as "excused" will be classified as "unexcused." Absences that have been declared "unexcused" must be cleared up within five (5) days to be changed to "excused." When a parent/guardian requests an absence from school for reasons other than those recognized as excused, the administration will determine whether it is to be treated as excused or unexcused. If an administrator determines an unexcused absence has been cleared, it is the responsibility of the student to share this with his/her teachers to regain credit. Students that accrue several absences due to illness or repetitive absences due to "appointments," **the administration have the right to request a statement from a/the appointment provider in order to verify the absences. If a statement is not provided if requested, the absence may be considered unexcused.**

A. Responsibilities of Students and Parents/Guardians

1. Student: Attend assigned classes and study halls daily in accordance with MN Statutes, Section 120A.22. Know correct procedures for absences and request missed assignments due to absence(s).
2. Parent/Guardian:
 - a. Ensure student attends school.
 - b. Inform the school of known absence(s) by calling or sending a note to the school so the absence reason can be verified by administration to deem it excused or unexcused.
 - c. Work with the school to solve student attendance issues.

B. Attendance Classifications

1. Tardy - Student is not in assigned, designated area within five minutes of the expected time (after five minutes, an unexcused absence will be assigned). Tardies are reported by classroom teachers.
 - a. Tardy Classifications
 - i. Excused Tardiness
 1. Illness of self
 2. Serious illness in the student's immediate family;
 3. A death or funeral in the student's immediate family or of a close friend or relative;
 4. Medical, dental, orthodontic, or mental health treatment;
 5. Court appearances occasioned by family or personal action;

6. Physical emergency conditions such as fire, flood, storm, etc;
7. Arriving late to school due to a late bus or other excused reason.
8. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
- ii. Unexcused Tardiness
 1. Failing to be in an assigned area at the designated time class period commences without a valid excuse.
 2. Arriving late for school without an excusable reason.
- b. Tardy Consequences
 - i. 6 Unexcused Tardies per Quarter = 1 Period of Detention. Parents will be notified of current and future tardy consequences.
 - ii. 7+ Tardies in the Same Quarter: 1 Period of Detention will be assigned per additional tardy after the 6th. Parents will be notified.
 - iii. Disputes over tardies will be settled by administration.
 - iv. Other disciplinary action as deemed appropriate by the school district may be assigned.
2. Excused Absences: Parent/guardian may be asked to verify, in writing, the reason for the student's absence from school.
 - a. Reasons Sufficient to Constitute Excused Absences:
 - i. Illness of the student or serious illness in the student's immediate family.
 - ii. Death in the student's immediate family or of a close friend or relative.
 - iii. Medical, dental, or orthodontic treatment, or a counseling appointment.
 - iv. Family emergencies.
 - v. Court appearances occasioned by family or personal action.
 - vi. Family vacations **IF** pre-approved by the building principal.
 - vii. Official school field trip or other school-sponsored outing.
 - viii. Leaving the Building WITH Permission (has written or verbal consent from parent/guardian presented prior to leaving, must sign out in the office).
 - ix. Physical emergency conditions such as fire, flood, storm, etc.
 - x. Religious instruction not to exceed three hours in any week.
 - xi. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - xii. Student participation in extracurricular activities & school-sponsored training programs.
 1. School-initiated absences will be accepted and participation permitted.
 2. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
 3. If a student is suspended from any class, they may not participate in the next scheduled extra-curricular activity or event in season.
 4. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.
 - xiii. Other absences requested by a parent or guardian as determined at the discretion of school administrators.
 - b. Guidelines for Excused Absences
 - i. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
 - ii. Students attending school activities and/or other planned absences should make arrangements with classroom teachers to complete makeup work before the absence.
 - iii. Students will be given an extra day for each day missed to make up work missed because of absence. This will be from the date of the student's return to school. Any work not completed within this period may result in "no credit" for the missed assignment. However, the building principal or classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
3. Unexcused Absences
 - a. Reasons that Constitute Unexcused Absences
 - i. Truancy, a student absence that was not approved by the parent and/or the school district.
 - ii. Any absence in which the student failed to comply with reporting requirements of the school district's attendance procedures.
 - iii. Arriving at designated class period after the first five minutes.

- iv. Work at home or work at a business, except under a school-sponsored work release program.
- v. Family vacations **IF NOT** pre-approved by the building principal or if deemed unexcused by the building principal.
- vi. Personal trips to schools or colleges **IF NOT** pre-approved by the building principal or if deemed unexcused by the building principal.
- vii. Leaving the building or assigned area/class **WITHOUT** Permission.
- viii. Any other absence not included under the attendance procedures set out in this policy.
- b. Consequences of Unexcused Absences
 - i. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.\
 - ii. Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
 - iii. In cases of students having 7 unexcused absences, the administration will request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
 - iv. Detention assigned for each unexcused absence.
- 3. Required State Absence Reporting
 - a. Habitual Truant: A child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
 - b. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.
- 4. Response to Student Absences Exceeding Twelve Days - Students **may** be denied credit for any class in which a combination of excused and unexcused absences exceeds 12 in a semester. All absences will be counted in the accumulation of the maximum (12) except those absences which result from participation in school-sponsored activities. If the absence limit of (12) is exceeded, the student may be dropped from the course and receive a failing grade for the semester.
- 5. Waiver of Absence Policy: A student who has accumulated more absences from class than allowed by this policy but believes circumstances warrant special consideration, may request a meeting with the building attendance team. The building attendance team will review all absences, consider any extenuating circumstances and strive to render an impartial judgment. The information and decision outcome will be shared with the parent/guardian and student.

VIII. BACKPACKS

Students at MCW are expected to keep all backpacks and bags in their locker (preferably locked) during the school day (8:15 am to 3:06 pm). Bags or anything with a strap include and are not limited to: backpacks, computer bags, cinch bags, purses, duffel bags, etc. Students will need to plan ahead in order to ensure they have the proper materials for learning in all courses. Students carrying laptops, iPads, or other tablets may use an approved "protective sleeve" if desired. Individual circumstances for medical conditions will be reviewed by the School Nurse or Assistant.

IX. BEVERAGES/FOOD

MCW Junior/Senior High School will allow students to consume beverages purchased from one of the school vending machines, cafeteria a la carte, water brought from outside of school, and/or the use of the drinking fountains during the school day. Food and drink are allowed in the school building and in classrooms at the discretion of the teacher. If a student opts to bring in their own snack or meal, it is expected to be consumed in the cafeteria (or allowed teacher classroom) not the hallway. It is expected that students dispose of trash and pick up after themselves or this privilege could be revoked. No glass containers allowed. All food and beverage containers are subject to search by school personnel. Due to wellness legislation, high energy drinks (Monster, Amp, Energy Shots, 5 Hour Energy, Rockstar, Red Bull etc.) are not allowed on school grounds, including school sponsored events.

X. CAFETERIA / LUNCH PERIOD / LUNCH ACCOUNT

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are to remain in the cafeteria until they have finished eating. Food shall be eaten in the cafeteria and not taken out into hallways. When initial meals are free to students (per state legislation), a desired second meal and/or ala carte must be purchased. A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal. Students are not allowed to take lunch or breakfast food outside of the cafeteria.

XI. CELL PHONE/ELECTRONIC/SMART DEVICE USAGE/RECORDING

- A. Martin County West Schools recognizes the advancements in technology and the widespread use of cell phones and other communication devices by the students and the public.

- B. Students in grades 7-12 may use their cell phones/communication devices before and after school, during non-recess lunch break, and passing time.
- C. Students in grades 7-12 will not be able to use cell phones/communications devices in classrooms or other non-classroom areas while classes are in session unless directed to by their instructor/supervisor.
- D. Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non instructional time, or while participating in school events.
- E. Students, not able to abide by these guidelines, will be subject to other disciplinary consequences which may include, but not limited to, one or more of the following:
 - 1. 1st Office Referral Violation – The device will be confiscated and returned to the student at the end of the day.
 - 2. 2nd Office Referral Violation – The device will be confiscated. The student will serve 45 minutes of detention. The device will be returned when the detention time is completed. The parent will be notified.
 - 3. 3rd Office Referral Violation – The device will be confiscated. The student will serve 45 minutes of detention. The parent will be required to pick up the device at the school.
 - 4. 4th Office Referral Violation – Device will be confiscated, other disciplinary action as deemed appropriate by the district.

XII. COURSE CREDIT & PASSING COURSES FOR ADVANCEMENT / CREDIT RECOVERY

- A. A student must be in “good standing” to be granted credit by the school. A student not in “good standing” will not receive credit for any completed classes until their status is changed. To be in “good standing,” books and equipment must be turned in, and all detentions made up. The High School Principal or designee will determine if a student is in “good standing” and will authorize student, parent, and superintendent notification.
 Junior high (7-8 grade) students who do not pass one or more of their core classes of Language Arts, Math, Science, and Social Studies may be required to:
 - 1. Repeat course(s) the following year which may delay their ability to take the grade level course in that area or
 - 2. Complete a district prescribed “online” remedial course(s) that meets the standards and rigor of the failed course(s). Students taking junior high courses in high school will not be granted high school curricular or graduation course credit for those courses (see Graduation Ceremony Participation Requirements and the MCW Policy Book for graduation requirements).

B. COURSE CREDIT THROUGH THE CREDIT RECOVERY PROGRAM

MCW Credit Recovery Program is to provide students an opportunity to earn their high school diploma by making up lost credits. Students 9-12 in need of making up credit to graduate have various options. Students are able to retain credit during school hours if they failed the course with a 44.5%-59.4%. Students that earned 44.4% or lower in the applicable class are able to apply for acceptance into the credit recovery program, operated in conjunction with Southern Plains Co-Op, and approved upon review by school personnel to determine eligibility.

- 1. **ENROLLMENT** - Once a student has been identified for credit recovery or request to enter in the credit recovery system has been accepted, the following needs to be completed prior to starting.
 - a) MCW Credit Recovery Individualized Plan Enrollment Form, or
 - b) Certified Learning Plan (CLP) through Southern Plains Co-Op.
- 2. **CREDIT RECOVERY OPTIONS**
 - a) If a student fails a required class with a grade percentage between 44.5%-59.4%, under consultation of the original classroom teacher, the student may regain credit by completing/redone classroom work, projects or exams. The work required may not be the same for each student, as what caused each student to fail the course can vary. The classroom teacher makes this individualized determination. Students will be provided the option to be enrolled in the Assistance of Mastery (AOM) study hall to complete the assigned tasks. Attendance while in AOM is mandatory. The AOM supervisor will coordinate with the respective teacher to turn in work to be graded.
 - b) If the student fails the required class with a grade percentage of 44.4% or lower, students are eligible for the following credit recovery options:
 - (1) Summer School Program through Southern Plains Co-Op. For this option the following must occur:
 - (a) Summer school must be funded by the district.
 - (b) Summer school must be staffed.
 - (c) An applicable teacher must be willing to work with the student (Ex. English teacher works with students to attain English credit).
 - (2) Students have the option to retake the full semester course the following semester, or
 - (3) Students have the option to retake the semester class through the Edmentum program.

3. ATTENDANCE

- a) If a student recovers credit “in-house” or via the Edmentum program, AOM study hall attendance is mandatory until course credit is regained. Upon the completion of the class and successful transcript update, students have the option to stay in AOM study hall or can return to their general study hall class.
- b) If a student recovers credit through summer school via Southern Plains Co-Op, attendance is required regularly. If a student misses more than three days, they are dropped from the program and must complete a parent/student conference for readmission. This meeting will identify and develop modifications to support the student in the program. Continued absenteeism will result in loss of credit opportunity for the semester. Completion of assigned coursework is required in order to keep in good standing in the program.
- 4. **EXTRA/CO-CURRICULAR ELIGIBILITY** - Students who are making adequate progress in credit recovery and maintaining passing grades in the classroom will retain their eligibility. Attendance in credit recovery will take priority over any extra/co-curricular events and/or practice. Students will not be penalized by their coach/advisor for missing practice or events for attending credit recovery.
- 5. **EARNED CREDITS / TRANSCRIPT**
 - a) “In House” Option - Students who earned 59.5% or higher will regain credit for that course and the original “F” will be replaced with the grade approved by the corresponding teacher based on the quality of work turned in. Classroom teacher will report to the school counselor and AOM supervisor that the student has attained the percentage goal to retain credit and the transcript will then be updated.
 - b) Summer School Option - Upon successful program completion, the original “F” will stay on the student’s transcript, but a “P” and 0.5 credit per retained class will be added to the student’s transcript alongside the course title, indicating that credit is recovered.
 - c) Retake Course Option - Upon successful completion of the retaken course, the original “F” will stay on the student’s transcript but the grade the student earned in the retaken course will be added to the student’s transcript alongside the course title, indicating that credit is recovered.
 - d) Edmentum Option - The student may regain credit by scoring 80% or higher on the pretest via Edmentum once all necessary coursework is deemed complete. If a student does not score 80% on the pretest after completing the coursework determined by the instructor, students need to score 70% on the Edmentum post-test before credit is retained. The original “F” will stay on the student’s transcript, but a “P” and 0.5 credit per retained class will be added to the student’s transcript alongside the course title, indicating that credit is recovered.

XIII. DISCIPLINARY ACTION OPTIONS It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student’s misconduct, as determined by the school district. Disciplinary complaints can be made [HERE](#), a link to the form is also found on the school website with the discipline policy.

A. Disciplinary action may include, but is not limited to, one or more of the following:

- 1. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in violation of any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item may be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation;
- 2. Financial restitution;
- 3. In-school monitoring or revised class schedule;
- 4. Loss of school privileges, including participation in extracurricular activities and representation in school-sponsored groups.;
- 5. Parent contact;
- 6. Parent conference;
- 7. Preparation of an admission or readmission plan;
- 8. Saturday School;
- 9. Student conference with teacher, principal, dean of students, counselor or other school district personnel;
- 10. Referral to in-school support services;
- 11. Referral to community resources or outside agency services;
- 12. Referral to police, other law enforcement agencies, or other appropriate authorities;
- 13. Removal from class;
- 14. Request for a petition to be filed in district court for juvenile delinquency adjudication;
- 15. Verbal warning;
- 16. Detention or restriction of privileges;

- a) Detention is a period of time outside of the student's schedule assigned to them by the administration or teacher because of school infractions.
 - b) Students must be on time for detention. Any student who is late for detention will not be allowed to serve that day.
 - c) Detentions will be served before school (7:30 – 8:15 a.m.), during school (lunch and/or recess), or after school (3:10 – 4:00 p.m.) as determined by administration or teacher. Detentions will be supervised by administrative staff, office staff, or a staff member.
 - d) Students serving detention must comply with the following rules:
 - (1) All students must have study materials.
 - (2) There will be no talking.
 - (3) There will be no refreshments of any kind.
 - (4) Electronic devices (cell phones, headphones, iPods, etc) will be presented to the person supervising the detention to hold.
 - (5) Sleeping will not be allowed.
 - (6) Students will not be disruptive.
 - (7) Attendance at school-sponsored events is a privilege. Students with outstanding disciplinary consequences, including unserved detentions or ISS, may be restricted from participating until such consequences have been satisfactorily completed.
 - e) If detention is not served within the timeframes outlined and in compliance with the above rules, at a minimum, a second detention will be added for a total of 2 to be served and/or further disciplinary action will be taken.
17. Dismissal - The denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion. The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.
18. Suspensions - Action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
- a) Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - (1) Willful violation of any reasonable school board regulation, including those found in this policy;
 - (2) Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 - (3) Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
 - b) Suspension Procedures
 - (1) If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
 - (2) Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process

- of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
- (3) In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan. The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.
 - (4) The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
 - (5) The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
 - (6) After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - (a) Strongly encourage a parent or guardian of the student to attend school with the student for one day.
 - (b) Assign the student to attend school on Saturday as supervised by the principal or the principal's designee.
 - (c) Petition the juvenile court that the student is in need of services under chapter 260C.
 - (7) A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail with forty-eight (48) hours of the conference.
 - (8) The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
 - (9) In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
 - (10) Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.
- c) In-school suspension;
- (1) Students with disruptive behavior patterns will not be allowed to remain in regular classrooms. There are situations, however, when a suspension is not in the best interest of students, parents, or school. The principal/dean of students may use In-School Suspension as an alternative at his/her discretion.
 - (2) In-school suspension rules include the following:
 - (a) Students are not allowed to have food or beverages.

- (b) Students will not be allowed to talk to other students who may be serving an in-school suspension.
 - (c) Electronic devices are not permitted and need to be presented to the supervisor prior to starting the ISS time.
 - (d) One five minute bathroom break will be permitted in the morning and afternoon. Students who are serving an in-school suspension for less than a morning or afternoon will use the restroom prior to or after reporting to the in-school suspension room.
 - (e) Students will not deface or leave garbage in the in-school suspension area or otherwise disrupt the in- school suspension room.
 - (f) Students may not participate in extracurricular activities while they are under in-school suspension, but they may receive credit for work completed during the suspension period.
 - (g) Students must be engaged in academic activity. Policy 502VIIC5.
 - (3) A student's failure to adhere to the in-school suspension rules will result in out of school suspension, (add reassignment of in-school suspension) Policy 502VIIC6 and/or further disciplinary action pursuant to this policy.
 - d) Suspension from extracurricular activities;
 - e) Out-of-school suspension under the Pupil Fair Dismissal Act;
 - (1) Student will not be allowed to be in school buildings, school grounds, school property, school bus stops, school vehicles, during the suspension.
 - (2) Students are not allowed to participate/attend school-sponsored activities or trips, extracurricular activities or any other school sponsored function.
 - (3) Out of school suspensions officially end when the student and parent/guardian attend the scheduled readmission meeting.
19. Expulsion or Exclusion under the Pupil Fair Dismissal Act
- a) "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
 - b) "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
 - (1) All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
 - (2) No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
 - c) The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
 - d) The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
 - e) All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
 - f) The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
 - g) The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
 - h) If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to

and/or copies of the student's records.

- i) All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
- j) At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
- k) The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
- l) The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- m) The student cannot be compelled to testify in the dismissal proceedings.
- n) The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
- o) The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
- p) A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
- q) The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
- r) The school district must report, through the Department Electronic Reporting System, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report also must include the student's age, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
- s) Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

20. Other disciplinary action as deemed appropriate by the school district.

XIV. DISCIPLINED STUDENT BEHAVIORS These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The specific form of discipline chosen in a particular case is solely within the discretion of the school district.

A. Assault

- 1. Physically Assaultive behavior or fighting, committed intentionally, accidentally or due to poor judgment, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
 - a) Physical Assault: Towards Staff
 - (1) The student may be suspended immediately under the Pupil Fair Dismissal Act.
 - (2) Following a suspension the student will have a conference with the staff member and principal in the presence of the parent.
 - (3) Any infraction may result in a referral to the local law enforcement agency.

- (4) Other disciplinary action as deemed appropriate by the school district.
 - b) Physical Assault: Towards Student
 - (1) The student may be suspended immediately under the Pupil Fair Dismissal Act.
 - (2) Following a suspension, the student will have a conference with the principal with the parent present in person or on the phone.
 - (3) Any infraction may result in referral to the local law enforcement agency.
 - (4) Other disciplinary action as deemed appropriate by the school district.
 - 2. Verbal Assault/Verbal Abuse - Threatening, abusive, intimidating, discriminating, profane, derogatory, or obscene language that is degrading toward a student or staff member will not be tolerated at any time. Students should be able to carry on a conversation without using language that is vulgar and/or offensive. Impertinent or disrespectful language toward teachers or other school district personnel;
 - a) The student may receive detention for the offense and the parent may be contacted. The student may be suspended depending on the severity of the abuse.
 - b) Additional offenses may result in a suspension and parental contact.
 - c) Teachers and administration are directed to set proper standards for language.
 - d) Other disciplinary action as deemed appropriate by the school district.
- B. Bullying: Like other violent or disruptive behavior, bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when the students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.
- 1. Bullying acts by individual or groups of students is prohibited:
 - a) on school premises, at school functions or activities, on the school transportation;
 - b) by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - c) by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
 - 2. Definitions:
 - a) "Bullying" means intimidating, threatening, abusive, harming, malicious or sadistic conduct that is objectively offensive and:
 - (1) actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - (2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges;
 - (3) and specifically includes written expression, verbal expression, physical act or gesture, cyberbullying, malicious and sadistic conduct, and sexual exploitation.
 - b) "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
 - c) "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
 - d) "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While

prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

3. Reporting Bullying: Any person who believes he/she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct shall report the alleged acts immediately (within 24 hours) to the building principal, Dean of Students (the building report taker) or to the School District Human Rights Officer. If the complaint involves one of these individuals, the complaint shall be made or filed directly with the superintendent. The school district encourages the reporting party to use the [electronic report form](#), it is also available from the school office in [paper form](#) and is posted on the district website with the bullying policy. Oral reports shall be considered complaints as well. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations. Retaliation or reprisal towards individual(s) that make good faith reports of alleged bullying or prohibited conduct will not be tolerated by the school district. Retaliation or reprisal towards a reporter will result in discipline.
 4. Bullying consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.
- C. Chemical Use Consequences: Students may not possess, use, sell, request, distribute, or be under the influence of alcohol, narcotics, unauthorized or controlled drugs, nicotine, vaping products, electronic delivery devices, or look-alike substances. This includes, but is not limited to, nicotine or caffeine pouches, e-cigarettes, vape pens, herbal products, jerky chew, and any substance marketed to mimic the appearance or effects of alcohol, tobacco, nicotine, or drugs. Prescription medication is permitted only as prescribed and may not be shared with others. Students may not possess, use, or distribute drug, alcohol, tobacco, nicotine, or vaping-related paraphernalia. This prohibition applies to all school district property, facilities, and vehicles, whether owned, leased, rented, or contracted, as well as vehicles used for school purposes during school hours. It also applies to all school-sponsored activities and events, whether on or off campus.
- D. Students found in violation will be subject to the following:
1. The building principal will notify the parent. The local law enforcement agency may be notified. Minnesota State High School League and Martin County West rules and consequences may be enforced.
 2. Controlled Substance or Alcohol Possession/Consumption.
 - a) First Offense – 5-day out of school suspension.
 - b) Second Offense – 10-day out of school suspension.
 - c) Third Offense – Recommendation for expulsion.
 3. Sale/Purchase or Attempted Sale/Purchase of a Controlled Substance or Alcohol.
 - a) First Offense – Recommendation for expulsion.
 4. Possession/Usage/Purchase of Tobacco/E-Cigarettes/Vape/Pouches/Imitation Devices & Substances
 - a) First Offense – 3-day in/out of school suspension.
 - b) Second Offense – 5 day out of school suspension.
 - c) Third Offense – 10 day out of school suspension.
 - d) Fourth Offense – Recommendation for expulsion.
 5. Sale or Attempted Sale of Tobacco, tobacco-related devices, activated electronic delivery devices or Over the Counter Medication
 - a) First Offense – 10-day out of school suspension.
 - b) Second Offense – Recommendation for expulsion. The Student Assistance Team will evaluate all offenses with recommendations for after support.
 - (1) After Support: The Martin County West School System recognizes the involvement needed after a student has been adversely involved with chemicals or alcohol. Consequently, the school will become involved in a supportive role for the purpose of helping the student cope with the various problems that may need attention. The type of support will be determined by the administration and/or School Board at the appropriate time. See Policy #503.
 - (2) **These chemical use consequences will be inclusive and cumulative for grades 7- 12.**
- E. Disruptive Classroom Behavior
1. Students participating in disruptive classroom behavior will be disciplined by the teacher.
 2. If a student is referred to the principal/dean of students, he/she may be assigned detention and the parent may be notified.
 3. Additional infractions may result in suspension and a parent conference.
 4. Beyond suspension, exclusion must be pre approved by the administrator in consultation with the teacher.

5. The excluded student will be assigned to a special location where they will be adequately supervised.
6. The administrator, teacher, parents, and student will conference prior to readmission.
7. If a student with an I.E.P. is removed from class, the staffing team will meet to review the student's needs as per Federal Guidelines (IDEA).
8. Students/athletes that are removed from classes for disciplinary reasons or miss school time due to an unexcused absence may not be allowed to participate in the next scheduled contest or practice during the season.
9. Other disciplinary action as deemed appropriate by the school district.

F. Harassment - Religious, Racial and Sexual Harassment and Violence Policy

It is the policy of Independent School District No. 2448 (the "School District") to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through harassment and violence on the basis of race, color, creed, religion, national origin, gender, sexual orientation or disability (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.).

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The School District will act to investigate all complaints, formal or informal, verbal or written, of harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

1. Sexual Harassment: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
 - d) Sexual harassment may include but is not limited to:
 - (1) Unwelcome verbal harassment or abuse;
 - (2) Unwelcome pressure for sexual activity;
 - (3) Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - (4) Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - (5) Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - (6) Unwelcome behavior or words directed at an individual because of gender.
2. Racial Harassment: Consists of physical or verbal conduct relating to an individual's race when the conduct:
 - a) Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c) Otherwise adversely affects an individual's employment or academic opportunities.
3. Religious Harassment: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- a) Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c) Otherwise adversely affects an individual's employment or academic opportunities.
4. Sexual Violence: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:
 - a) Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b) Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c) Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another, or
 - d) Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
5. Racial Violence: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
6. Religious Violence: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
7. Assault:
 - a) An act done with intent to cause fear in another of immediate bodily harm or death;
 - b) The intentional infliction of or attempt to inflict bodily harm upon another; or
 - c) The threat to do bodily harm to another with present ability to carry out the threat.

G. Harassment Reporting Procedures

Any person who believes he or she has been the victim of harassment and violence on the basis of race, color, creed, religion, national origin, gender, sexual orientation, or disability by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately (within 24 hours) to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

1. In Each Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
2. Upon receipt of a report, the principal must notify the School District Human Rights Officer (***Michele Baker***) immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
3. In the District. The School Board hereby designates ***Michele Baker*** as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.
4. Use of formal reporting forms is not mandatory.
5. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

- #### H. Hazing: Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. "Student organization" means a group, club or organization having students as its

primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

1. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
5. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
6. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
7. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.
8. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
9. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.
10. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
11. This policy applies to hazing that occurs on or off school property, during and after school hours, at school functions or activities, or on school transportation.
12. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
13. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.
14. 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 the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c) Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d) Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student discourages the student 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 school district policies or regulations.
15. Reporting Hazing: Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately (within 24 hours) to the building principal, Dean of Students (the building report taker) or to the School District Human Rights Officer. If the complaint involves one of these individuals, the complaint shall be made or filed directly with the superintendent. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
16. Reprisal: The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. For a complete copy of the Hazing Prohibition Policy see Policy #535 on the District Website

I. Refusal to Work

1. The teacher will have a conference with the student to discuss reasons for not working.
 2. If a lack of effort continues, the teacher will contact the parent and refer the student to the principal.
 3. If the student continues to resist, a conference will be held involving the principal, teacher, student, and parent to further discuss the problem.
 4. Further resistance after the conference may result in additional consequences. .
- J. Theft
1. Restitution in some form will be made and the parents will be notified.
 2. Other disciplinary action as deemed appropriate by the school district.
- K. Vandalism: Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
1. The student and/or parent will be assessed replacement value of the item vandalized or the student will be assigned work to do at the school of equal value. This decision will be made by the principal after a parent conference. If restitution is not satisfactory within thirty (30) days, parents may be sued under the Minnesota Responsibility Act.
 2. Other disciplinary action as deemed appropriate by the school district.
- L. Weapons - No student or non student, including adults and visitors, shall possess, use or distribute a weapon or a look-alike weapon or other dangerous objects when in a school location. The school district will act to enforce the Weapons policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.
1. A weapon means any object, device or instrumental designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks, mace and other propellants; stun guns; ammunition; poisons, chains, arrows; objects that have been modified to serve as a weapon and look-alike weapons.
 2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
 3. No person shall have possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon.
 4. No person shall possess, use, or distribute explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive.
 5. No person shall possess, use, or distribute fireworks or any substance or combination of substances or articles prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.
 6. No person shall use articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
 7. "School Location" includes any school building, grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
 8. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
 9. Consequence for Student Weapon Possession, Use, Distribution
 - a) Immediate Consequence
 - (1) Confiscation of the weapon;
 - (2) Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
 - b) Consequences subject to the discretion of the school district and the circumstance.
 - (1) Notification of police;
 - (2) Parent or guardian notification; and
 - (3) Out-of-school suspension;
 - (4) Recommendation to the superintendent of dismissal for a period of time not to exceed one year.

M. Other Student Behaviors that Could Warrant Disciplinary Actions

1. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
2. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
3. Criminal activity/violation of any local, state or federal law as appropriate;
4. Falsification of any records, documents, notes or signatures;
5. Gambling, including, but not limited to, playing a game of chance for stakes;
6. Inappropriate, abusive, threatening, harassing or demeaning actions based on race, color, creed, religion, gender, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
7. Inappropriate eating habits and/or lunchroom behavior;
8. Inappropriate address of staff member;
9. Misuse of electronic devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
10. Possession or distribution of obscene, slanderous, libelous or pornographic materials;
11. Presence in an unauthorized area of the building (students may not be in the building between 4:00 and evening activity without permission).
12. Running in halls;
13. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
14. Snowballing, any type of water.
15. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
16. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
17. Threats, physical or verbal in nature, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.
19. Violation of school bus or transportation rules or the school bus safety policy;
20. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
21. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
22. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
23. Violation of school rules, regulations, policies, or procedures;
24. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

Corrective measures by teachers and administrators will depend on the severity and frequency of the incident. Discipline will normally begin at a minimum level and then proceed to more serious levels. It would not be possible to address every situation that arises during the school day and its related extracurricular activities. The administration has been directed and given authority by the School Board to develop and implement additional policies that they see necessary for school operation.

XV. DRESS CODE

Students have the right to determine their own dress, but they also have the responsibility to dress reasonably and appropriately. A student's dress practices may be restricted if it is obscene or in poor taste, unclean, or substantially disrupts the educational process as determined by the principal. Students wearing clothing that has a message that is obscene, lewd, profane, vulgar or that harasses, threatens, intimidates or demeans any individual group of individuals because of sex, color, race, religion, handicap, national origin, sexual orientation or indicates an activity that is illegal for school age youth (smoking, drinking, drugs, etc.) will not be accepted.

Students will not be allowed to wear clothing that reveals undergarments or exposes the midriff area. We will not accept students wearing clothing that could signify gang affiliation or wearing chains on the belt loops. Students should also use discretion regarding exposure (any article of clothing) and length of the shorts/skirts they wear. **Shorts and skirts will need to be long enough to not expose personal/private areas of the body (in any position). A good rule of thumb is shorts or skirt lengths will be equal to or longer than a student's clenched fists when their arms are held straight down at their sides.** Any article of clothing can not have holes that expose personal/private areas of a student's body. Length and exposure factors will be used to deem clothing in or out of compliance with the dress code.

Students may wear hats and hoods as long as the following are respected: 1. Hats allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. 2. Hoodie sweatshirts (wearing a hood overhead is allowed, but face and ears must be visible to school staff). 3. Students follow the individual expectations of teachers who will have discretion specific to their learning environment on a hat/hood policy. Ex. Working in shop class on a machine may be a safety issue. 4. Hats with alcohol, beer and other questionable wording/images will not be allowed. ***The hat/hood procedure may be reviewed and may/can change during the school year.

When, in the judgment of the administration or school personnel, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

XVI. ELIGIBILITY REQUIREMENTS FOR CO-CURRICULAR, EXTRA-CURRICULAR ACTIVITIES, AG OCCUPATIONS & ATHLETICS - This Policy is inclusive of grades 7-12.

A. Definitions

1. Curricular - during regular school hours; being a regular class; giving a grade; having a curriculum.
2. Co-Curricular - an extension of the class; participation may be required.
3. Extra-Curricular - not an extension of the class; no grade can be given; attendance is voluntary; participation is a privilege.

B. Eligibility

1. Academic Eligibility – A student must be passing all of their classes and making satisfactory progress toward graduation at the end of each quarter to maintain academic eligibility. Ineligibility starts on the day report cards are issued. If a student receives an "Incomplete", they will be ineligible until the work is made up and they receive a grade and a quarterly GPA is calculated. Should a student fail a course or his/her GPA is below the designated minimum, the student will be ineligible for ¼ of the regular season events and then placed on probation until mid-quarter. At mid-quarter, their academic standing will be reviewed. Should the minimum academic standards (passing all classes) not be met at that time, the student would be declared ineligible for the remainder of the quarter. If the beginning of a new quarter occurs during the extracurricular season, any student that does not meet eligibility requirements for the new quarter will be ineligible for ¼ of the regular season events and then placed on probation until mid-quarter. Fourth quarter grades will carry over to the first nine weeks of the following school year. (A student could be declared ineligible from the quarter report card, miss ¼ of the events for the quarter during the first two weeks, begin their probationary period of participation, and then be declared ineligible for the remainder of the quarter after the mid quarter grade check.)
 - a) In calculating the number of events missed for a quarter: the total number of regular season events scheduled divided by 4 will determine the number of events missed. Examples of calculating the number of events missed: If there were 10 events in a season the number of games missed would equal 3. One-day tournaments count as one event (2-day tournaments count as 2 events.) Doubleheaders count as two events. Students are eligible to participate in practices and scrimmages during the time of their ineligibility at the coach's discretion.
 - b) Academically ineligible students will not be able to participate in MSHSL tournaments at the end of the seasons and these events will not be included in calculating the number missed. Their period of ineligibility will be served in regular season events. Graduating seniors will be eligible for their end of the year MSHSL tournaments that take place as an extension of their spring sports seasons.
 - c) This requirement may be waived or adjusted for special education students with IEP's, 504 plans, ESL LEP's, or other circumstances as deemed appropriate by the building principal/AD if it is determined their effort is satisfactory and they are making progress. This determination is made by the building principal in consultation with the parents/guardians and teachers.
 - d) Specific events of co-curricular activities are excluded from this policy if participation in that event is required of all students in that class. (i.e. A band member would be allowed to participate in a band concert or a pep band performance at a game, but he/she would not be allowed to perform at a band festival.)
 - e) The policy is inclusive of but not limited to, such co-curricular activities: drama, FFA, music, speech,

student council, etc...

- f) Incoming 7th graders will be reviewed at the end of the first quarter.

C. Student Behavior/Conduct

Students that are removed from classes for disciplinary reasons or miss school time due to an unexcused absence will not be allowed to participate in the next scheduled contest during the season. If a student is under suspension on a given day, they will not be allowed to practice that day. If a student has been suspended in or out of school on a given day, they will not be allowed to participate in the next scheduled event in season or attend any events on the day of the suspension.

1. Administrative discretion may be used for students not involved with extracurricular programs.
2. Summer school attendance does not rectify eligibility of any student for any previous quarter.

D. MSHSL Category I Activities for Mood Altering Chemical Violations

Martin County West Schools will follow the provisions set forth by the Minnesota State High School League which is the governing body for extracurricular and some co-curricular activities. MCW exceeds some provisions of the MSHSL rules in relation to prohibited chemicals and substances.

1. **First Offense** – Ineligible for 3 contests or 25% of the regular season activities scheduled whichever is greater. This will vary per sport (regular season activities include games already played in that season) or two weeks (14 calendar days) whichever is greater.
2. **Second Offense** – Ineligible for 50% of the regular season activities scheduled. This will vary per sport or three weeks (21 calendar days) whichever is greater.
3. **Third Offense** – Ineligible for 100% of the regular season activities scheduled. This will vary per sport or four weeks (28 calendar days) whichever is greater. A student who chooses to become a participant in a treatment center after the third offense may become eligible for after a minimum period of six weeks after entering treatment if all of the following conditions are met:
 - a) The student is assessed as chemically dependent,
 - b) Enters treatment voluntarily, and
 - c) The director of the treatment center certifies that the student has successfully completed the treatment program.

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

If a violation occurs during the season and the game penalties are not served, the percentage of games left over would be applied to the new season's activities. Example: Male Participant A gets his second offense during the basketball season 10 games left to play plus playoffs. New policy says he should miss 13 games of basketball to satisfy the second violation (50% x 26). As there are only 10 games left, he would miss those 10 games plus the playoffs and then miss 12% of the games in the next sport he participates in. Let's say it is baseball, he would also miss the first two games (12% x 20).

Eligibility requirements are in place for the entire calendar year. The starting date when considering the suspension from activities is the date of notification of the Athletic Director or other Administrator when the Athletic Director is not available. Suspensions from activities are accumulative beginning with the student's participation in grades 7-12. Please contact the High School Principal/Athletic Director for any questions or clarifications on this policy.

E. MSHSL Category I Activities for Sexual/Racial/Religious Harassment/Violence & Hazing Violation

1. First Violation: the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

Recommendations:

- a) It is recommended that the school develop a local education program through which the student would receive information about sexual, racial, religious harassment, violence or hazing.
 - b) It is recommended that, when appropriate, the school refers a student to a community agency or a professional individual outside the school for counseling.
2. Second Violation: the student shall lose eligibility for the next six (6) consecutive interscholastic contests or three (3) weeks, 21 calendar days, whichever is greater, in which the student is a participant. Recommendation: It is recommended that before being re-admitted to activities following suspension for the second violation, the

student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.

3. Third or Subsequent Violations: the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four (4) weeks, 28 calendar days, whichever is greater, in which the student is a participant.

F. MSHSL Category II Activities for All Violation Types

1. Category II activities are MSHSL sponsored, non-athletic events in which member schools may participate. This also includes non MSHSL activities that the school participates in. Examples are inclusive of but not limited to, drama, FFA, music including instrumental and vocal performances or contests, speech, student council, etc.
 - a) The all-school play and other non-MSHSL sponsored activities or events will be handled like Category II activities.
 - b) Participation in band and choir concerts will be handled like other Category II activities.
 - c) If a student violates the Academic Eligibility Policy or MSHSL rules, he/she will be ineligible for any Category II event for 4 weeks, 28 days from the date of notification. (There may or may not be any events during that time period.)
 - d) The second violation and any violation thereafter will result in loss of eligibility for a period of 4 weeks or 28 days from the date of notification. After the 4 weeks or 28 days grades will be reviewed to determine eligibility.
 - e) Students with current chemical violations will not be eligible for Homecoming Court or Prom King and Queen.

XVII. FEES AND COLLECTION OF DEBTS

Any debt to the school incurred by a student will be recorded as soon as the debt occurs. The School District may commence a collection action against the student and parent for collection of the debt. Damage to school property or equipment or other forms of theft or vandalism also may be reported to law enforcement and subject to the School District's Discipline Policy.

XVIII. GRADUATION CEREMONY PARTICIPATION REQUIREMENTS

Graduation is considered a formal ceremony and the students' final representation of the Martin County West Schools. Students should present themselves in an acceptable manner and dress appropriately. Students must wear the caps and gowns that are selected in the manner in which they were intended to be worn. Garments worn under the gown should not be a distraction from the ceremony or its intentions. Students unable to follow these expectations will not be allowed to participate in the ceremony. To be eligible to participate in the graduation ceremony with their "chronological class," students must have accumulated 25 of the 26 credits required for graduation. Students that have not reached this level will not be allowed to participate until they have earned at least 25 credits. To be eligible to receive a signed diploma, students must complete all of the state and district guidelines for graduation (see the District Policy Book).

XIX. GRADUATION CEREMONY RECOGNITION

High Honor Students: Students who have earned a cumulative 3.67 GPA or above at the end of the third quarter of their Senior year will be recognized as students who have achieved "High Honors." Honor Students: Students who have earned a cumulative 3.33 GPA or above at the end of the third quarter of their senior year students will be recognized as students who have achieved "Honors."

XX. HEADPHONES

Students may use headphones at the discretion of the classroom teacher or other authorized personnel. The use of headphones during passing times, while eating lunch, or during other non-structured times will not be allowed.

XXI. HIGH SCHOOL SCHEDULE CHANGES

- A. Careful planning by the students, parents/guardians, and counselor before and at the time of registration will help to avoid making schedule changes after the academic year has begun. The following procedure is necessary if a student wishes to drop/add a subject during the first four days of any semester: Student must be taking a minimum of seven classes (one study hall maximum).
 1. Student remains in the class for two days.
 2. Student will discuss the matter with the counselor or academic dean.
 3. Student will discuss the matter with one's instructor.
- B. The following procedure is necessary for students dropping/adding classes after the first four days of a semester:
 1. Students must be taking a minimum of seven classes (one study hall maximum).
 2. Students will receive a grade of "W" (withdrawal).

3. Parental permission is required.
 4. Instructor permission is required.
 5. Classes cannot be added after the first four days of the semester.
- C. Schedule changes that cause class size disturbances between sections in place at that time will not be allowed.
- D. Exceptions to this policy include:
1. A modification is necessary to meet the requirements of an Individual Education Plan (IEP).
 2. A change is necessary to accommodate the current academic level of the student.

XXII. HONOR PASSES

Seniors that are in good standing, both behaviorally and academically, will be eligible to receive an Honor Pass beginning the third week of the new school year. Seniors may reapply for an honor pass at the beginning of each quarter. Juniors will be eligible after third quarter report cards have been issued and applications have been processed. Juniors that have earned Honor Passes fourth quarter will not have to reapply at the beginning of their senior year and will start their privileges the third week of the new school year. This pass will allow qualifying students the opportunity to have more privileges than other students. Students must be out of the hallways when the second bell rings. They may be in the cafeteria, media center, or student commons. After the second bell students may move about the building as needed without disturbing other students or classes. Any behavior violation or significant academic performance drop will result in the Honor Pass being revoked for a period of time as determined by the principal.

XXIII. HONOR ROLL

An honor roll will be established at the end of each nine (9) weeks grading period. The following Grade Point System is used when calculating grades and averages: 4.00 = A+; 4.00 = A; 3.67 = A-; 3.33 = B+; 3.00 = B, etc. There will be an "A", and "B" honor roll. A Honor Roll GPA of 3.67 or higher (no F's). B Honor Roll GPA of 3.00 or higher (no F's).

XXIV. INTERNET, COMPUTER, AND EQUIPMENT USAGE POLICY

The Internet offers a wealth of information resources for employees, students and other users. Like any tool, the Internet may be "misused." Although there are many valuable resources on the Internet that can improve the services and productivity of the School District, there are many forms of inappropriate material that are unrelated to the educational purpose of the School District. Proper use of the School District's Internet access and computer use is the responsibility of the individual user. Misuse of the Internet, computer network, computers or equipment may lead to revocation of the user's Internet access; access to District computers, computer network and equipment; and possible discipline, including suspension, expulsion, loss of credit, reduction of grade and/or criminal prosecution.

All users of the School District's Internet access must read this policy and agree to the terms of the School District Internet, Computer, and Equipment Use Agreement as indicated by their signature on the applicable Use Agreement. The agreement signed by each user shall be kept in the student file of each user. Students will not be allowed access until this form has been signed by the student each year.

Student access to e-mail will be allowed before school or after school. Students are not to access e-mail during class hours unless directed by staff. Students are reminded that inappropriate use of e-mail such as forwarding pornography or threatening others, will result in disciplinary action.

XXV. LATE WORK

Late work can be a detriment to the success of students in the classroom as many of the assignments are geared toward reinforcing desired learning that takes place in the classroom. Teachers at Martin County West Junior/Senior High School may use the following guidelines (as a maximum) regarding late work:

- A. If the assignment is handed in on time, they are eligible to receive 100% of the points available.
- B. If the assignment is handed in one day late, they are eligible to receive a maximum of 80% of the points available.
- C. If the assignment is handed in more than one day late, they are not eligible for any of the points available.
- D. This may be adjusted as deemed appropriate for individual considerations.

XXVI. LIBRARY/MEDIA CENTER

Students are encouraged to use the media center for research and to supplement their classroom materials. Students in study hall must have a previously signed pass from a teacher to gain access to the media center. Honor Pass students must have the librarian's approval to be in the media center. Students using computers in the media center must register with the librarian prior to using them.

XXVII. LOCKERS

Lockers are issued to students at the beginning of the year. Each student is responsible for keeping their assigned locker

clean both inside and out. Damages caused by misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or valuables in their lockers and may turn in such items to the office for safekeeping. The school will provide locks upon student request. Personal locks, at the discretion of administration, will be allowed. There will not be a fee for the use of a lock unless it is lost, then a replacement fee of \$5 will be charged. All locker room lockers will be assigned by the Physical Education instructor. Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school official must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

XXVIII. NOTIFICATION OF POLICY VIOLATIONS

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

XXIX. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant under section [260C.007, subdivision 19](#), the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school under section [120A.22, subdivision 8](#).

XXX. PARENT ACCESS TO ONLINE GRADES

Student attendance, grades, staff messages, account balances, etc are available on the school website for students and families to access. From the homepage at www.martin.k12.mn.us, select "School District" → "Parent Links." If you do not know your login credentials for Infinite Campus, contact the school office for assistance.

XXXI. PESTICIDE APPLICATION NOTICE

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

XXXII. PLEDGE OF ALLEGIANCE

Students shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another's right to make that choice.

XXXIII. PROM

Prom is a formal activity that Martin County West sponsors and hosts once a year on a Saturday in April. A Grand March will be held between 6:00-8:00 p.m. with admission charged at the door. Prom is intended for juniors and seniors but sophomores and young adults up to the age of 20 are also eligible to attend as long as they are escorted by a junior or senior boy or girl from Martin County West. All guests, not from Martin County West, must be pre-approved by the administration. As this is a formal occasion formal attire is required. Any apparel in poor taste or not deemed appropriate will not be allowed. Following Prom there will be a "post prom gathering" sponsored by the junior parents.

XXXIV. PSEO (Expectations & Agreement Form on [Pg. 30](#))

Students that are enrolled in PSEO courses and wish to stay on the MCW campus will be required to report to the PSEO designated area during the period(s) they are scheduled for the course(s). If PSEO course(s) is/are completed before the end of the semester, students will report to a designated study hall(s). The district supports student independence by providing eligible PSEO students with off-campus study hours. To maintain this privilege, students must demonstrate satisfactory academic progress through regular check-ins with the school counselor. Students experiencing academic difficulties, including course failure, will be assigned to on-campus study halls to provide additional structure, accountability, and

support.

*Students who do not meet standards on the 8th Grade MCA in Reading are not eligible for PSEO as a 10th grade student.

*Students who drop a course after the drop date are choosing to withdraw from the class. Students who choose to withdraw from a class will receive a W on their MCW transcript which is equivalent to an F.

*Students enrolled in PSEO (Postsecondary Enrollment Options) courses are expected to maintain academic standards consistent with Martin County West eligibility requirements. Participation in these courses does not exempt students from school policies; therefore, any student who fails or withdraws from a PSEO course will be subject to the academic eligibility policies outlined in the Martin County West academic guidelines. It is the student's responsibility to monitor their progress and ensure they remain in good academic standing while participating in PSEO opportunities.

XXXV. RECORDS

The school district has adopted a directory information policy, allowing certain information about students to be publicized. The policy specifically lists the information which will be public and the notice is published annually in the Martin County Star. A copy is also available in each office. Parents/guardians and/or students must notify the school if they want the information to remain private. Common categories of directory information are:

- A. The student's name;
- B. Address;
- C. Telephone listing;
- D. Date and place of birth;
- E. Major field of study;
- F. Participation in officially recognized activities and sports;
- G. Weight and height of members of athletic teams;
- H. Dates of attendance;
- I. Degrees and awards received;
- J. The most recent previous educational agency or institution attended by the student.

XXXVI. RECORDS RETENTION

The School District has adopted a Records Retention Schedule setting forth its procedures for the destruction of records. A copy of this schedule may be obtained at the School District Office.

XXXVII. REPORT CARDS TO PARENTS/GUARDIANS

Each student will receive a report card after each grading period (9 weeks). Report cards will be given to the students to bring home. Fourth quarter report cards may be picked up in the respective offices until the June Board meeting, after that, report cards will be available online through the Infinite Campus Parent Portal.

XXXVIII. SCHOOL BUS RULES & REGULATIONS - RIDING BUS IS A PRIVILEGE; NOT A RIGHT! Safety is the primary concern in transporting students. Safety on school buses is a shared responsibility of students, parents, school staff, bus company and bus drivers. Parents/guardians should read and explain these rules to their children. We ask for your help by teaching your children the importance of bus safety.

- A. Rules on the Bus
 - 1. Immediately follow directions of the driver, do not delay loading/unloading procedures.
 - 2. Always sit, face forward and do not move around.
 - 3. Talk quietly, be courteous and use appropriate language.
 - 4. Keep all parts of your body inside the bus.
 - 5. Keep your arms, legs and belongings to yourself.
 - 6. No fighting, harassing, intimidating or horseplay.
 - 7. Do not throw any objects in or out of the bus or damage the bus.
 - 8. No eating, drinking, matches, lighters or use of tobacco or electronic cigarettes.
 - 9. At railroad tracks be absolutely silent.
 - 10. No verbal and/or physical sexual harassment.
- B. Breaking the Rules
 - 1. Student will be verbally warned.
 - 2. Student will be issued a written notice.
 - 3. School Bus Incident Report will be issued and transportation denied. **NOTE: Dangerous or destructive offenses will result in the IMMEDIATE suspension of busing privileges with NO warning given.**
- C. Rules at the Bus Stop
 - 1. Students should get to their bus stop 5-10 minutes before the scheduled pick-up time.
 - 2. Students should respect the property of others while waiting at their bus stop.
 - 3. Students must stay away from the street when waiting for the bus. In the winter, they should never walk or play on the snow banks.

4. Students that must cross the street should always cross in front of the bus where the driver can see them. Students should wait for the drivers' signal before crossing the street
 5. **REMINDER:** Parents/Guardians are responsible for the discipline of their students at the bus stop. It is **NOT** the responsibility of the bus company or the school district. Severe problems should be directed to the Police Dept.
- D. Getting on the Bus
1. Stand several feet back from where the bus will stop.
 2. Line up and wait your turn. Wait for the bus to stop before moving forward to board it. Pushing and shoving causes accidents.
 3. Use the hand rail when boarding the bus & show the driver your pass.
 4. Take a seat quickly; delays in getting seated may cause buses to be late.
 5. Do not save seats for friends.
 6. Move over so each student can be seated.
- E. Riding the Bus
1. Items you cannot hold on your lap are not permitted due to safety.
 2. Do not carry articles such as guns, fireworks, sharp instruments, electronic cigarettes, animals or any other objects of a dangerous or objectionable nature onto the bus.
 3. Do not throw things on the bus, or out of the windows.
 4. Immediately report to the driver any damage to a bus.
 5. Use the bus for transportation to and from school only.
 6. In cases of emergency, follow the driver's instructions.
 7. Drivers will pick up and drop off students only at designated bus stops.
- F. Leaving the Bus
1. Don't get up until the bus stops.
 2. Pushing and shoving will not be allowed.
 3. **IMMEDIATELY** move away from the bus.
 4. If you drop something, **DO NOT** pick it up. Wait until the bus leaves and ask an older person to get it.
 5. If you have to cross the road, always cross in front of the bus.
 6. If you do not have to cross the road, stay away from the side of the bus.
 7. **ALWAYS REMEMBER-** if you can touch the side of the bus, then you are too close.
- G. Change of Address - If you move during the school year, please visit your school's office to update your address and call Mavericks Bus Service @ 507-636-5729 or email them @ mavericksbusservice@gmail.com.
- H. Bus Assignments - For safety reasons, only students assigned to each route are permitted to ride the bus. We will only pick-up and drop-off students at assigned bus stops. Altering this negatively affects scheduled pick-up and drop-off times for those assigned to each bus route. Only one home per pupil can be designated for transportation purposes. Consistency of routes is very important for safety. Therefore, students will **NOT** be allowed to ride with friends for any reason. Transportation will **NOT** be provided for students to attend parties, meetings, medical appointments, sports practice/events or going home with friends etc.
- I. Route Timing - With each new school year, inconsistencies in route timings are often experienced. We appreciate your patience as drivers get familiar with their routes and students. The weather, traffic, construction, and students not riding can affect the timing.
- J. Bus Stops - Bus stops are determined by need and location of bus riders and may change from year to year. Students must use the stop assigned to them. Bus drivers are **NOT** required to stop if there are no students waiting.
- K. Eligibility - Students in grades K-5 must live at least one mile from school and students in grades 6-12 must live at least two miles from school to be eligible for transportation. The district will bus students (K-5) to and from a child care facility if it meets the criteria listed below.
- L. Day Care - Transportation can be provided to and/or from day care if the following circumstances exist:
1. The day care is in the attendance area of the school your child attends.
 2. The day care address is more than one mile from school.
 3. Only students in grades **K-5** will be eligible for day care Transportation.
 4. Only one home per pupil can be designated for transportation purposes.
- M. Attendance Expectations - Students with exceptions to attend a school other than the one they are assigned to are **NOT** eligible for transportation unless they are using an eligible child care address (K-5).
- N. Inclement Weather - In the event of inclement weather, some route adjustments may be necessary. On mornings when schools are closed due to weather, every effort will be made to inform local radio & TV stations by 6 AM. If schools are dismissed early, radio/ TV announcements will also keep you informed.
- O. Medical Conditions - If your child has any medical conditions (i.e., subject to seizures, on daily medications, severe allergies) which may be a problem during the bus ride, please call the school office to request a medical form. This

completed form will be carried on the bus(es) your child rides and used if a medical emergency occurs.

- P. Discipline Procedures - If a student does not follow the rules on the bus, the driver will try to resolve the problem as explained in the “Rules on the Bus” section. If the driver cannot obtain cooperation from the student, a discipline report will be filed. Telephone conversations and/or written notification will be made to the student and parent/guardian concerning all incidents. A copy of the Incident Report will also be sent to the principal. Video cameras will be used as a tool for improved safety and student management.
- Q. Class I Offenses - Spitting, horseplay, excessive noise, eating/drinking without permission, littering, false identification or refusal to do identify, riding unassigned bus or using unassigned stop, leaving seat/standing without permission, toy guns, liquid type containers in any form, riding or attempting to ride during a bus suspension, bullying, verbal abuse, harassment, profanity, obscene gestures, possession of unacceptable material, possession, or use of laser pointers and pens, inappropriate cell phone use, disobedience to driver or para, other offenses as reported by driver or principal
- R. Class I Consequences - 1st Offense: Verbal warning. 2nd Offense: 1-5 school day school bus suspension with written notice which must be signed and returned to driver. 3rd Offense: 10 school day school bus suspension (reinstatement of bus privilege requires mandatory meeting with principal, parent, student and bus company). 4th Offense-Loss of all bus services for remainder of school year.
- S. Class II Offenses - Hanging out windows, throwing/shooting of any dangerous object, physical aggression against any person, profanity/threats directed at bus driver and/or para, possession/use of any controlled substance, vandalism to bus (Min. \$50 fine or restitution as determined by bus company. Fine/restitution must be paid prior to returning to bus service), holding on to or attempting to hold onto any portion of the exterior of the bus, unauthorized entering or exiting bus through emergency door/tampering with bus equipment, possession or threat of weapons/explosives/flammables, other offenses as reported by driver or principal
- T. Class II Consequences - 1st Offense: 5-15 school days suspension from riding bus or loss of all bus services (reinstatement of bus privilege requires mandatory meeting with principal, parent, student and bus company). 2nd Offense: Loss of all bus services for the remainder of the school year
- U. Other Discipline - Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school/bus stop misconduct.
- V. Please Note: Students in grades K-5 cannot be denied transportation until their parent/guardians have been notified of the violation. **Dangerous or destructive offenses will result in suspension of busing privileges. The length of the suspension will be determined by the degree of the offense. Students damaging school buses will be responsible for the damages. Failure to pay such damages within two weeks will result in the loss of bus privileges until damages are paid to the bus company.
- W. Video Cameras - School buses are equipped video cameras to assist in the safe transportation of students
- X. Notice - Minnesota law states that transportation by a school is a **PRIVILEGE, NOT A RIGHT**, so protect your privilege with proper conduct at all times.
- Y. Parents / Guardians - School buses are to be used to transport students only; no parents/guardians will be allowed to ride.
- Z. Bus Passes - All students being transported on a regular bus **MUST** have a bus pass for their scheduled bus in their possession in order to ride the bus to & from school. **Students must register each school year for a new pass.** A fee of \$5.00 will be charged for **lost** passes payable to the bus operator. Late and new student registrations need to allow at least 5 business days for processing. Students must receive their bus pass before accessing bus services.

XXXIX. SCHOOL CROSSING GUARD / BUS LOADING / VEHICLES IN BUS DROP OFF AREA – We have adults who are responsible for helping students cross at the Highway 4 intersection and designated crossings in front of Sherburn Elementary. All students should obey the crossing guards at this area. Violators will be reported to the principal.

- A. Sherburn Elementary - No vehicles should enter or exit the parking lot while buses are loading and unloading.
- B. Trimont Elementary - No vehicles should enter bus lanes (2 lanes between building curb & marked parking spaces) while buses are loading/unloading. Vehicles should stay in the parking lot area (parking spaces locations). If students are being dropped off, keep them in the vehicle until buses have cleared the parking lot area.
- C. Junior/Senior High - No vehicles should enter or exit the parking lot while buses are loading and unloading.

XL. SEARCHES

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district’s “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

- A. **Lockers and Personal Possessions Within a Locker**

1. Per Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, & without a search warrant.
 2. Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.
- B. **Desks** - School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.
- C. **Personal Possessions and Student's Person** - The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
- D. **Vehicles on Campus**
1. Patrols and Inspections - School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
 2. Search of the Interior of a Student's Motor Vehicle - The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

XLI. STUDENT DISCIPLINE RECORDS

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

XLII. STUDENTS WITH DISABILITIES

Students who are currently identified eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification. Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) schooldays of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavior assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change in placement. Where a behavior intervention plan previously has been developed, the team will review the behavior intervention plan and modify it as necessary to address the behavior. If the student was placed in a 45-day interim alternative educational setting pending the manifestation determination, the student and school district agree to a change of placement as part of the modification of the behavioral intervention plan. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XLIII. STUDENT DISABILITY NONDISCRIMINATION

Disabled students are protected from discrimination on the basis of a disability. It is the responsibility of the School District to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education. A learner who is protected under Section 504 is one who:

- A. Has a physical or mental impairment that substantially limits one or more major life activities, including learning.
- B. Has a record of such impairment.
- C. Is regarded as having such impairment.

Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act. Persons who have questions, comments, or complaints regarding disability issues or who have inquiries regarding grievances or hearing requests may contact any of the following:

Section 504 Coordinator

Social Worker Heather Winter
16 W Fifth Street
Sherburn, MN 56171
507-764-4661

Alternate

Academic Dean Jordan Neduzak
16 W Fifth Street
Sherburn, MN 56171
(507) 764-4671

Compliance Officer

Principal Welcome
16 W Fifth Street
Sherburn, MN 56171
507-764-4661

XLIV. STUDENT RESPONSIBILITY

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and to recognize and respect the rights of others.

XLV. STUDENT RIGHTS: All students have the right to an education and the right to learn.

XLVI. STUDY HALL GUIDELINES

Most schedules will include a formal study hall in the regular daily schedule. Study hall attendance is controlled just like any other class. Work is accomplished on an individual basis and self-discipline is the key to the successful use of the study period.

- A. Sign-out privileges to the library, locker, and/or restroom will be available to students at the discretion of the supervising staff member. Students are reminded they must have a pre-signed pass to go to the Media Center.
- B. Students are not allowed to leave study hall for another classroom without a pass in advance from the teacher involved.
- C. Individual study hall rules will be developed by the supervising staff member.
- D. Study hall is considered a place to study. All students should bring appropriate study materials.

XLVII. SUICIDE PREVENTION INFORMATION

If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat to connect with a trained crisis specialist.

XLVIII. TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. The law allows school districts to charge for lost or destroyed textbooks, workbooks, or library books.

XLIX. TITLE IX - STUDENT SEX NONDISCRIMINATION

- A. **PURPOSE:** Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.
- B. **GENERAL STATEMENT OF POLICY:** The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex. It is the responsibility of every school district employee to comply with this policy. The school board hereby designates the following employees to coordinate the school district's efforts to comply with and

carry out its responsibilities under Title IX.

Title IX Coordinator

Autumn Welcome
105 E Fifth Street
Sherburn, MN 56171
507-764-4461

Human Rights Officer

Michele Baker
PO Box 408
Trimont, MN 56176
507-639-2071

Alternate

Michele Baker
16 W. 5th St.
Sherburn, MN 56171
507-764-4661

Office of Civil Rights

500 W. Madison St. Ste 1475
Chicago, IL 60661
312-730-1500
312-730-1576 (fax)
312-730-1607 (TDD)

Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

L. TRESPASSING

The entering or being found in a public elementary, middle, or secondary school building other than:

- A. An enrolled student during normal school hours (approximately 7:30 a.m. – 4:00 p.m.).
- B. A school employee;
- C. A person with permission or an invitation from a school official to be in the building;
- D. A person attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
- E. A person who has reported the person's presence in the school building in the manner required by the School District's Visitor's Policy.

Trespassing is a violation of the law. It also is a violation of the law for a person to be on the roof of a public elementary, middle, or secondary school building unless the person has permission from a school official to be on the roof of the building. The school principal or the principal's designee has the authority to tell any person that he or she may not enter school property without permission to return to the property. Anyone without permission to enter school property is considered to be trespassing and will be reported to law enforcement and subject to School District policies, including disciplinary policies.

LI. VISITORS

To assist in maintaining a safe and orderly environment, Martin County West Junior/Senior High School will not allow student visitors during the school day because of the disruption it causes in learning and potential security concerns. All adult visitors including parents/guardians are required to sign in at the office when coming to the school during school hours if they request to go beyond the office and be issued an identification tag. Students touring/shadowing in consideration of future enrollment will need prior administrative approval.

MARTIN COUNTY WEST SCHOOL DISTRICT POLICIES

As all situations or incidents that may occur are not covered in this handbook, the Martin County West District Policy Book will be used when interpreting those situations or incidents. The District Policy Book is available for you to review in the high school office and on the school website at <https://www.martin.k12.mn.us/Page/29>.

PSEO Expectations & Agreement Form

Taking college courses while in high school is a great advantage; however, with this advantage comes more responsibility. The grades that are received in these courses will impact your MCW High School GPA, as well as any future college GPA, because you are starting a college transcript. By signing up for these courses, you understand that you are responsible for keeping yourself on track in your courses and doing what is necessary to be successful. Courses can be challenging, and professor expectations may be different from what you are used to in high school. The MCW expectations are as follows:

- As is the case for any MCW High School course, the students have 7 days after the beginning of a new semester to drop a course. This includes these PSEO courses. Because MCW is offering this opportunity, the drop date must be the same as the high school, not the college's. After 7 days, you will not be allowed to drop for any reason.

- PSEO college courses may not run on the same calendar as MCW. Since you are enrolled in a college course, it may start and/or end sooner than the rest of your high school courses. You are responsible for knowing this timeline and completing assignments accordingly and communicating with your college professors and/or academic advisor at the college.
- PSEO students will share their current grade(s) with MCW's PSEO coordinator mid-semester (end of quarter). The PSEO coordinator is a support to guide you to advocate for yourself: i.e. to communicate with your professors. As a college student, communication with key stakeholders at the college is your responsibility, not the PSEO coordinators', parents' or principal's.
- If you fail a PSEO course, you will not be allowed off campus PSEO hours for the next semester or until it is proven that you maintain passing PSEO grades; you will be placed in an on campus study hall. In addition, course withdrawals and failing PSEO grades will be placed on your MCW transcript as an "F" which will affect your cumulative GPA.. Continued failing of PSEO classes may lead to being put on academic probation with the college and which will make you ineligible to take PSEO courses in the future through MCW. If a course is failed, there will be no option for credit recovery for that specific course. You will need to meet with the school counselor regarding your academic plan to ensure you are on track with credits for graduation.

Once you and your parents have reviewed these expectations, please sign it and return to the guidance counselor or the main office.

I have read, and agree to follow, the expectations as outlined above:

Student Name (print): _____

Student Signature: _____ 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 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and 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 helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For 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.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or 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 about 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. 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 ACCESS and Alternate ACCESS, the student would 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.

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

Explore
the Statewide
Testing page
for more
information

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

Additional Information

- On average, students spend less than 1 percent 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 beginning of each school year. Refer to your district or charter school's website for more information on assessments.

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



Statewide Assessment: 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 returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

☐

MCA/MTAS Reading

☐

MCA/MTAS Science

☐

MCA/MTAS Mathematics

☐

ACCESS/Alternate ACCESS

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

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