Lakeville
AREA SCHOOLS

HIGH SCHOOL STUDENT HANDBOOK

School Year 2026-27

Lakeville Area Schools

High School Student Handbook

Published by Lakeville Area Schools
High School Principals and Assistant Principals

17630 Juniper Path, Suite A, Lakeville, Minnesota 55044
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Questions or concerns about this booklet?
isd194@isd194.org | 952-232-2000

Table of Contents:

Table of Contents:....4
Mission:....9
Vision:....9
Core Values:....9
Policy Information....9
Arrival and Dismissal Hours....11
Bell Schedule....11
Regular Day Schedules....11
Academic Seminar/Advisory Schedule....11
Calendar....12
Directory....12
Lunch....13
Lunch Schedule....13
Lunchroom Expectations:....13
MN Free School Meals Program:....14
Closed Campus:....14
Up-to-Date Contact Information - Annual Household Check-In....16
Class Assignments....16
Schedule Changes:....16
Complaints....18
Deliveries....18
Educational Benefits for Homeless or Unaccompanied Youth....18
Eighteen-Year-Old Students....19
Employee Background Checks....19
Equal Access to School Facilities....20
Fees....21
School Issued Property Fee Notice:....21
FLEX days....22
Lakeville Online Academy High School....22
Freedom of Expression....23
Fundraising....23
Graduation Ceremony....23
Identification....24
Interviews of Students by Outside Agencies....24
Media Center....24
Nondiscrimination....25
Notice of Violent Behavior by Students....25
Parent and Teacher Conferences....26
Pledge of Allegiance....26
School Activities....27
School Closing Procedures....28
Searches....28

Lockers and Personal Possessions Within a Locker....28
Personal Possessions and Student's Person....28
Vehicles on Campus....29
Patrols and Inspections....29
Search of the Interior of a Student's Motor Vehicle....29
Student Publications and Materials....30
Distribution of Nonschool-Sponsored Materials on School Premises....30
School-Sponsored Student Publications....30
Student Records....31
Student Surveys....31
Transportation of Public School Students....31
Extracurricular Transportation....31
Video and Audio Recording....32
School Buses....32
Visitors and Volunteers....33
Visitor Management System....33
School Drop Off/Pick Up....33
School Events....33
Volunteering....33
Prearrange Parent/Guardian Meetings....33
Student Visitors....33
Academic Lettering....34
Advisory/WIN Time....34
Lakeville North High School....34
Lakeville South High School....35
How Students Select WIN Time Sessions....35
Attendance for Advisory and WIN Time....35
Alternative Educational Opportunities....36
Cheating and Plagiarism....36
Class Rank/Academic Standing....37
How to Figure GPA:....38
Incomplete Grades:....38
Pass/Fail:....39
Early Graduation....40
Extended School Year Opportunities....40
Flexible Learning Year Program....40
Grades....40
Semester Grade Calculations:....40
Graduation Requirements....41
Course Credits Required....41
Courseload....42
Credit Attainment....42
School District Required and Elective Standards....42
Homework....42

Parent Right to Know.... 43
Promotion and Retention.... 43
Postsecondary Enrollment Options.... 44
Student Participation in Statewide Testing.... 45
Accommodations and Modifications.... 45
Summer School.... 45
Summer Credit Recovery Program.... 45
Attendance.... 49
Unexcused Absences:.... 49
Consequences for Unexcused Absences:.... 49
Consequences for Tardies:.... 49
Vacation Guidelines.... 49
Parent Guidelines.... 50
Truant:.... 51
Continuing Truant:.... 51
Bullying Prohibition.... 51
Buses – Conduct on School Buses an Consequences for Misbehavior.... 52
Cell Phones and Other Electronic Communication Devices.... 53
Discipline.... 55
Tennessen Warning:.... 55
Dress and Appearance.... 55
Drug-Free School and Workplace.... 55
Harassment and Violence Prohibition.... 56
Hazing Prohibition.... 56
Internet Acceptable Use.... 56
Insubordination.... 57
Off-Campus Conduct.... 57
Parking on School District Property.... 57
Student.... 57
Parking Lot Rules and Regulations:.... 58
Parking Permits:.... 60
Parking Permits Purchase:.... 60
Parking Permits (Daily) Purchase:.... 61
Visitors.... 61
Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction.... 62
Policy Exception:.... 62
Trespassing.... 62
Vandalism.... 62
Walkouts/Protests.... 63
Weapons Prohibition.... 63
Policy Exception:.... 63
Activities.... 64
Clubs.... 64

Student Activities/Athletic Expectations....65
Positive Representation:....65
Attendance:....65
Fundraising:....65
Homecoming Court:....66
Student in Good Standing:....66
Posters:....66
Practice or Activities:....66
School Dances:....66
Academic Policy: Athletics/Activities....67
Semester Requirement:....67
In-Season Grade Requirement:....67
Chemical Use Policy: Athletics/Activities....68
Consequences - First Violation:....69
Consequences - Second Violation:....70
Consequences - Third and Subsequent Violations:....70
Captain/Officer Qualifications:....70
Chemical Use Policy: Activities....71
First offense....71
Second offense....71
Alternative consequence for qualifying event Category II activities:....72
Captain/Officer Qualifications:....72
Accidents....73
Asbestos Management Plan....73
Crisis Management....73
Health Information....74
First Aid....74
Communicable Diseases....74
COVID-19....74
Health Service....75
Immunizations....76
Medications at School During the School Day....76
Exceptions....76
Pesticide Application Notice....77
Safety....77
Anonymous Tip Reporting....78
How to submit a tip through the mobile app:....79
How to submit a tip through the website:....79
Crisis Hotline Information: New Statutory Requirement for Grades 6-12....80
Parent/Guardian Refusal for Student Participation in Statewide Assessments....83

INTRODUCTION

Welcome to Lakeville Area Schools. Our public school district is a partnership of students, families, staff, and community committed to excellence and life-long learning.

Mission:

Together with our families and community, Lakeville Area Schools provides educational opportunities to ensure academic, social, civic, and personal readiness for every student.

Vision:

Lakeville Area Schools will be a safe, respectful, engaging, rigorous, and collaborative learning environment for all students, families and staff where every person belongs, is valued, and can succeed.

Core Values:

Students First: Student's needs drive our decisions and actions.
Excellence: High expectations for all with everything we do.
Collaboration: Working together for common goals.
Integrity: Being honest and authentic in every interaction.
Responsible: Individually and collectively we are good stewards of our resources.

The student handbook is comprised of five parts:

1. Key Information
2. Additional Information
3. Academics
4. Rules and Discipline
5. Activities
6. Health and Safety

*Topics within these categories are alphabetized.

Policy Information

Lakeville ISD 194 School Board Approved District Policies are located at https://www.isd194.org/district-policies.

These policies may be changed or amended during the school year. Revisions will be reflected on Lakeville Area Schools's website linked above. If you have any questions about a revision, please contact the principal.

PART I - KEY INFORMATION

Arrival and Dismissal Hours

School building hours are the following:

Lakeville North High School Hours
https://lnhs.isd194.org/about-us/school-hours

Lakeville South High School Hours
https://lshs.isd194.org/student-life/student-information/bell-schedule

Lakeville Pathways Academy Hours
https://lpa.isd194.org/about-us/hours-attendance

Lakeville Online Academy High School Hours
Students work at their own pace. No set hours are required.

Bell Schedule

Regular Day Schedules

Lakeville North High School Bell Schedule
https://lnhs.isd194.org/student-life/student-information/bell-schedule-lunch-menu

Lakeville South High School Bell Schedule
https://lshs.isd194.org/student-life/student-information/bell-schedule

Lakeville Pathways Academy Bell Schedule
https://lpa.isd194.org/about-us/hours-attendance

Academic Seminar/Advisory Schedule

Lakeville North High School Advisory Schedule
https://lnhs.isd194.org/student-life/student-information/bell-schedule-lunch-menu

Lakeville South High School Academic Seminar Schedule
https://lshs.isd194.org/student-life/student-information/bell-schedule

Calendar

The school calendar is adopted annually by the school board. A copy of the district calendar can be found on www.isd194.org/calendar. A copy of the schools calendar can be found:

Lakeville North High School Calendar
https://lnhs.isd194.org/news/calendar

Lakeville South High School Calendar
http://lshs.isd194.org/news-alumnicougar-newsletter/calendar

Lakeville Pathways Academy Calendar
https://lpa.isd194.org/news-and-events/calendar

Lakeville Online Academy High School Calendar
https://loa.isd194.org/news/calendar

Directory

Lakeville North High School Staff Directory
https://lnhs.isd194.org/about-us/contact-us

Lakeville South High School Staff Directory
https://lshs.isd194.org/about-us/staff-directory

Lakeville Pathways Academy Staff Directory
https://lpa.isd194.org/about-us/staff-directory

Lakeville Online Academy High School Staff Directory
https://loa.isd194.org/about-us-enroll/staff-directory

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by class. Students will be notified of their assigned lunch time on the first day of school. Lunch schedules may change at quarter and/ or semester breaks for some students. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

Students are not allowed to request a specific lunch time.

Lunch Schedule

Lakeville North High School Lunch Schedule
https://lnhs.isd194.org/student-life/student-information/bell-schedule-lunch-menu

Lakeville South High School Lunch Schedule
https://lshs.isd194.org/student-life/student-information/bell-schedule

Lakeville Pathways Academy Lunch Schedule
https://lpa.isd194.org/about-us/hours-attendance

Lunchroom Expectations:

- Wait in line for the person in front of them to finish
- Remain in the Commons during the entire lunch period
- Clean their table when finished with lunch
- Return their tray to the appropriate place
- Throw their garbage away in the appropriate container
- Cooperate with the lunch supervisory staff
- No food deliveries from restaurants are allowed

MN Free School Meals Program:

Lakeville Area Schools is participating in the Minnesota Free School Meals Program. All students learning in a school building can get one breakfast and one lunch FREE of charge each day at school.

Ala carte items will also be available for purchase throughout the school year as they have been in the past. These items are not part of the Minnesota Free School Meals Program. Your child's account will need funds available to purchase ala carte items. Money can be added to the account via cash, check or online payment through LinQ Connect. Some examples of ala carte items include: extra entrees, water bottles, string cheese, yogurt, cookies and snacks in the secondary schools, or milk to accompany a lunch from home.

Students are asked to keep careful track of the amount in their account and, as needed, add money before the beginning of the school day. Students are expected to keep a positive balance in their accounts. Money can be added to accounts electronically at https://linqconnect.com/main/.

Closed Campus:

Lakeville High Schools are closed campuses. Students who leave the building or campus during lunch or during any other time of the school day without prior approval are subject to having their vehicle, locker, backpack, and person searched. Students will be subject to discipline.

PART II - ADDITIONAL INFO

Up-to-Date Contact Information - Annual Household Check-In

Families are required to complete the Annual Household Check-In on an annual basis to ensure parent/guardian and emergency contact information is up to date.

This ensures that families will receive critical school communications. It is also imperative that the school has an emergency contact number for each student, in case the primary contact cannot be reached in the event of illness or emergency.

Please also notify the school of any change in phone numbers or email addresses– home, business or cell – during the school year.

Class Assignments

Schedule Changes:

The master schedule is created each year to accommodate course selections made by students. Faculty members are employed, textbooks are purchased, and rooms are assigned based on student course requests. When a student registered for a class, he/she has the responsibility of remaining in the class and completing it. Students will have the same teacher for all year-long classes (when teachers/ schedules permit) All schedule change requests must be submitted to the school counselor prior to the end of the third day of the semester. Schedule changes are subject to parent approval, administrative approval, and class availability, without exceeding maximum class size.

The only acceptable educational reasons for a schedule change are:

- Seniors who need a course to fulfill a graduation requirement
- An inappropriate level or sequence placement (i.e. Spanish 3 not 2, AP/Honors to a General Course)
- An obvious error in schedule (i.e. same class twice)
- Prerequisites that have not been filled
- Would like to opt-in to a higher level/more rigorous version of their current course (i.e. General Course to AP/Honors)

Schedule changes will not be made for these reasons:

- Specific teacher request
- Switch sections of the same course to get a different teacher

- Requested change would exceed class size capacity
- Desire to have a certain lunch schedule
- Desire to be with friends
- Desire to have a class at a certain time of the day
- Student changed his/her mind

Students must keep a minimum of 6 classes as a freshman, sophomore, and junior, and a minimum of 5 classes as a senior.

Students interested in requesting a change in their schedule can obtain a Schedule Change Form in the Student Services Office.

Complaints

In accordance with policy 103, the school district takes seriously all concerns or complaints by students, employees, parents or other persons. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

Deliveries

There will be no deliveries to students, such as lunches, food from any restaurant, money, notes, balloons, flowers, etc. Latex products, including latex balloons, are not permitted anywhere inside the school buildings due to allergy and safety concerns.

Educational Benefits for Homeless or Unaccompanied Youth

If a student lives in any of the following situations:

- In a shelter or transitional housing
- In a motel, campground, or other non-permanent structure
- In a car or other vehicle
- In a park, abandoned building, bus or train station, or other public place
- Doubled-up with another family due to loss of housing or economic hardship
- In an unknown location or different location each night (i.e. "couch surfing")

The student qualifies for educational benefits and certain rights and protections under the federal McKinney-Vento act, including the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if you do not have documents normally required
- Enroll in the local school or continue attending their school of origin if that is your preference
- Receive transportation to and from the school of origin
- Receive the same educational services as other students
- Receive supports to help students be successful in school

If you believe you/your student may be eligible, contact your school's principal or the district's Homeless Liaison. All information regarding eligibility for federal benefits is confidential and only shared with appropriate school personnel.

Ali Middlebrook, Student and Family Support Coordinator
ali.middlebrook@isd194.org | 952-232-2022

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. However, all students, whether 18 or not, are considered students and must follow all student rules and regulations. Parents will receive all communication from school.

Employee Background Checks

In accordance with policy 404, the school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum for students enrolled in district schools during which non-curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

In adopting and implementing this equal access policy, the school district will NOT:

1. influence the form or content of any prayer or other religious activity;
2. require any person to participate in prayer or other religious activity;
3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size
7. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
8. sanction meetings that are otherwise unlawful;
9. limit the rights of groups of students based on the size

Fees

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

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

School Issued Property Fee Notice:

School issued property is the student's responsibility. Students will be charged an appropriate replacement fee for all lost, stolen, or damaged items. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

FLEX days

Lakeville Area Schools uses Flexible Learning (FLEX) Days so students can still be engaged in learning on inclement weather (snow) days. On a FLEX day, students will continue learning from home with support from their teachers instead of going into school. Teachers will share curriculum- aligned assignments and be accessible by email during regular school hours so they can provide learning support to students. Secondary teachers will provide a 5-15 minute Webex meeting at the start of every class period.

High school students will continue learning from home by completing curriculum-aligned learning activities that will be posted on their teachers' Schoology pages. Students may contact their teachers through Schoology or through their district email addresses. Teachers will be available by email throughout the day to answer questions and provide guidance.

Learn more about FLEX days schedules and expectations for students attending Lakeville North, Lakeville South, and Lakeville Pathways Academy at isd194.org/flex-days.

Lakeville Online Academy High School

Due to the nature of an online learning environment, Lakeville Online Academy students will continue instruction as normal on these FLEX days.

Freedom of Expression

The School District recognizes that students have the right to express themselves. However, such right is balanced with the School District's educational objectives and responsibilities to operate its schools. Offensive behavior will not be tolerated.

Fundraising

School organizations, including booster groups that want to do fundraising need to follow Lakeville High Schools' policy.

1. The activity must be approved and scheduled by the Activities Director.
2. The group advisor is responsible for following approved accounting procedures.
3. Food items are to be sold before and after school only.
4. Other items are to be sold in designated areas during lunch periods.
5. Door-to-door sales within the community are discouraged.
6. Soliciting advertising from area businesses is permitted only for authorized school publications, including the All Sports Booster Club program.

Graduation Ceremony

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

Identification

Students are required to show picture identification cards, upon request, for school functions or procedures. Initial identification cards are free; replacements cost $5 each.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/ guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. Some government agencies are not required to contact parents/guardians prior to interviewing in accordance with applicable statute.

Media Center

Students may use the library/media center during the school day and before and after school only when a supervisor is present. For more specific information see building links below.

Lakeville North High School Media Center
lnhs.isd194.org/student-life/media-center-tech/media-center

Lakeville South High School Media Center
lshs.isd194.org/student-life/media-center-tech/media-center

NOTE: If a book is lost during the school year, it must be returned prior to the beginning of the next school year in order to receive a refund or have the fee removed.

Nondiscrimination

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

The school board has designated the following individual as the district's Title IX Coordinator:

Executive Director of Administrative Services
Lakeville Area Schools
17630 Juniper Path, Suite A
Lakeville, MN 55044
952-232-2000

The school board has designated the following individual as the Americans with Disabilities Act (ADA) coordinator.

Assistant Director of Human Resources
Lakeville Area Schools
17630 Juniper Path, Suite A
Lakeville, MN 55044
952-232-2000

Notice of Violent Behavior by Students

Each classroom teacher of a student with a history of violent behavior will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom.

The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy. Administration may provide other school district employees or individuals outside of the school district with information regarding a student including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held in the fall of each school year. For specific dates refer to each school's calendar.

Lakeville North High School Calendar
lnhs.isd194.org/news/calendar

Lakeville South High School Calendar
lshs.isd194.org/news-alumnicougar-newsletter/calendar

Lakeville Pathways Academy
lpa.isd194.org/news-and-events/calendar

Lakeville Online Academy High School
loa.isd194.org/news/calendar

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

School Activities

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

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

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

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

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the school Activities Director or refer to "School Activities" policy at isd194.org/district-policies

School Closing Procedures

School may be canceled or delayed when severe weather or other circumstances threaten the safety of students and employees. The Superintendent will decide as early as possible about closing or delaying school. School closing announcements will be sent by the school district via email, text message and robocall to parents/guardians. The school district's website and major network television stations will also post information about school closings.

Searches

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

Lockers and Personal Possessions Within a Locker

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

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

Personal Possessions and Student's Person

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

Vehicles on Campus

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, 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 withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

Student Publications and Materials

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

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete school district Policy 505: Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees.

School-Sponsored Student Publications

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

- Is obscene to minors;
- Is libelous or slanderous;
- Is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
- Advertises or promotes any product or service not permitted for minors by law;
- Advocates violence or other illegal conduct; Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
- presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

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

Under no circumstances will students be allowed to coerce a student or staff member to accept materials or school publications, interfere with the rights of others, or disrupt classes or the school.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see school district Policy 505: Protection and Privacy of Pupil Records. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at isd194.org/district-policies.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see the school district Policy 520: Student Surveys.

Transportation of Public School Students

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

Extracurricular Transportation

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

The determination as to whether to provide transportation for students, spectators, or participants to and from Co-Curricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in Co-Curricular activities shall be advised by the administration as to the transportation arrangements made, if any.

Video and Audio Recording

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. The primary purpose of video surveillance is the safety and security of our students and staff. The school district may use a video recording of the actions of students as evidence in any disciplinary action.

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Visitors and Volunteers

We are excited to welcome our students and families back to school for a great year of learning. Your child's safety and the safety of all students and staff is our top priority. Please review the following guidance for school visitors and volunteers. We appreciate your support and partnership with these guidelines.

Visitor Management System

All school visitors are welcome by making an appointment through the school office. Visitors to high schools are required to check in at the front desk. Visitors should bring their state-issued identification card so our office staff can collect necessary information from the visitor. Visitors are required to wear a staff-issued ID badge visibly for the duration of their time in the school building. Before exiting the building, visitors are required to officially sign-out at the school office or front desk.

School Drop Off/Pick Up

Please follow the parking lot instructions and outdoor pick-up guidance from your school principal to ensure parking lot safety and efficiency for our school buses, individual drivers, and walkers.

School Events

Family members are encouraged to participate in our school events and activities throughout the school year. These events and activities are communicated through our school newsletters and are shared on our school websites and social media platforms.

Volunteering

Parents/guardians are encouraged to volunteer in our schools. You can contact your school principal to learn more about what opportunities may be available, including serving on the PTO and volunteering in a classroom.

Prearrange Parent/Guardian Meetings

Our teachers and administrators are invested in your child's success and are willing to meet in person with you/your children. Parents/guardians are encouraged to prearrange meetings so our staff can be best prepared to support you/your child.

Student Visitors

Student visitors are not allowed during the school day.

PART III - ACADEMICS

Academic Lettering

Students must maintain a 3.7 overall GPA during one entire academic year to be eligible for a letter. Subsequent 3.7 GPA school years are eligible for a bar.

Advisory/WIN Time

Advisory/WIN Time is dedicated to academic support and personal growth,

Lakeville North High School

- Panther Advisory (Mon, Wed, Fri): Advisory period for important announcements, SEL & college & career topics, Link Crew and Counselor sessions.
- WIN Time – "What I Need" (Tue, Thu): Flexible period for academic support, enrichment & student groups. Teachers may select students based on specific needs. Students not selected choose from teacher-led sessions such as assessment retakes, make-up work, re-teaching, quiet study time, or other engaging opportunities.

WIN Time Sign-up

- Every Monday in advisory, students log into Student Support Time to choose WIN Time sessions for Tuesday and Thursday.
- If no choice is made, students are automatically assigned to an available session. Each WIN Time day, students receive an email with their assignment.

Attendance

- Attendance is **required**. Standard attendance policies and procedures apply.
- Advisory: M/W/F, recorded by the advisory teacher in Infinite Campus.
- WIN Time: T/Th, recorded by each WIN session teacher.
- Students are expected to remain in their assigned session for the entire period and may not be in the hallways during Advisory or WIN Time.

Lakeville South High School

- Monday and Friday are Cougar Time. Cougar Time is an advisory period used for communicating important information, college and career readiness lessons, digital learning tips and other academic support. Students will remain with their advisory teacher for 4 years.
- Tuesday, Wednesday, and Thursday are WIN time (What I Need) a time dedicated to additional academic and Social Emotional support during the school day. Students self-select teacher-created enrichment opportunities which could include: reteaching activities, study sessions, missing or make-up work completion, assessment retakes/makeups. Other opportunities include social emotional learning activities, open gym activities, club/activity meetings, and a variety of other fun opportunities to engage with peers and staff.

How Students Select WIN Time Sessions

- Each Monday at the beginning of advisory, students will log into Student Support Time and select their WIN Time sessions for Tuesday, Wednesday, and Thursday of that week.
- If a student does not sign up, they will be automatically assigned to a session with available space.
- Every Tuesday, Wednesday, and Thursday morning, students receive an email reminder with their WIN Time assignment for that day. Students must show this email in order to enter their assigned room or space.

Attendance for Advisory and WIN Time

- Attendance is required every day. Students are not allowed to leave the building during advisory/WIN Time.
- Advisory attendance is taken by the classroom teacher every M/F and recorded in Infinite Campus.
- WIN Time attendance is taken by the assigned teacher every T/W/TH. Parents will receive an email if their student is absent from WIN Time.
- Students remain in their assigned WIN Time for the entire class period.
- Students will not be allowed in the hallways during Advisory/WIN Time.

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. Lakeville Area Schools recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the School Board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style. A list of the alternative learning options is available on the district's website at lpa.isd194.org/ and then select the programs tab. Students and parents/guardians with questions about these programs should contact the Principal of Alternative Programs, Margaret Gare at Margaret.Gare@isd194.org.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district's "Student Management Handbook."

Class Rank/Academic Standing

All of the above grades affect grade point average and class rank. P = Pass Grade
NC = No Credit

Beginning with the class of 2030, Lakeville Area Schools no longer uses a weighted grading scale. For all classes, including AP classes, GPA is calculated on the 4.0 scale.

Standard Grading Scale		
Grade	Lower Cutoff	Upper Cutoff
A	94%	100%
A-	90%	93%
B+	87%	89%
B	83%	86%
B-	80%	82%
C+	77%	79%
C	73%	76%
C-	70%	72%
D+	67%	69%
D	63%	66%
D-	60%	62%
F	0.0	0.0
I	0.0	0.0
W	0.0	0.0

G.P.A and Class Rank		
Grade	AP Classes	Non-Weighted
A	5.0	4.0
A-	4.7	3.7
B+	4.3	3.3
B	4.0	3.0
B-	3.7	2.7
C+	3.3	2.3
C	3.0	2.0
C-	2.7	1.7
D+	2.3	1.3
D	2.0	1.0
D-	1.7	0.7

How to Figure GPA:

1. Add point values for classes.
2. Divide by the number of classes marked.

Class rank is determined by the numerical comparison of class members' cumulative GPA's. Class rank and grade point average are calculated on the basis of credits earned. PSEO and University of Minnesota Talented Youth Mathematics Program (UMTYMP) grades are reflected on the transcript. PSEO and UMTYMP grades are not weighted and affect GPA and class rank. Only AP courses are weighted.

Credits transferred (from another high school or any accredited institution) are credited toward state and district graduation requirements. Disclosure of students' relevant high school academic records, wherever their credits have been earned, will be provided by Lakeville High Schools to post-secondary institutions to the extent permitted by Minnesota law.

All transferred classes/credits entered on the student's transcript will be counted in the cumulative grade point average and class rank.

Incomplete Grades:

Students who, for acceptable reasons (e.g. illness, family emergency), receive an incomplete mark ("I") at the end of the semester will have two weeks to complete the work required. At this time the grade earned by the student without the incomplete work will be entered. Students are strongly encouraged to complete course work within two weeks of the end of the quarter. Students risk failing the course beyond the two weeks. Exceptions may be made granted when special warrant or special circumstances exist.

Pass/Fail:

- To take a course pass/fail, students must submit a request to Student Services. Requests are due by the last day of Quarter 1 for Semester 1 and the last day of Quarter 3 for Semester 2.

- Please note: Students may only submit a pass/fail request for one class each semester.

- Students who are interested in taking a course on a pass/fail basis should discuss with and receive approval from their parents/guardians and their teacher.

- Once a student submits the pass/fail form, they CANNOT change grading systems back to an "A-F" grading system.

- Students must continue to participate fully, take all tests, and submit all class work. Grades will continue to be calculated until posted on the transcript. The transcript will reflect a "P" or "F".

- A passing grade (60% or higher) earns a "P" on the transcript with course credit, but it does not affect GPA or class rank. A failing grade (below 60%) earns an "F," no credit, and is factored into GPA and class rank.

- Attention student-athletes: NCAA assigns a 1.0, the equivalent of a "D", for any course receiving a grade of "P" under the pass/fail grading option.

- All PSEO (Post Secondary Enrollment) students who want to request pass/fail for a college course must apply through their college in order to receive this grading option. Colleges have various deadlines so please reach out to a PSEO advisor at the college if you are considering this option. Once a student's grade is received from the college, that grade is posted to their Lakeville transcript as a final grade and cannot be changed or removed.

Early Graduation

Students may be considered for early graduation after meeting the conditions provided in school district policy. For complete information on early graduation requirements see "Graduation Requirements Policy" at isd194.org/district/district-policies.

Extended School Year Opportunities

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

Flexible Learning Year Program

The school district offers to its students a flexible learning year program that provides instruction throughout the year on an extended year calendar, extended school day calendar, or both. A student's participation in the program is optional. If a student participates in the program, the student may accelerate attainment of grade level requirements or graduation requirements.

Students interested in participating in the flexible learning year program should contact Lakeville Pathways Academy at (952) 232-2080.

Grades

Students' grades will be reported four times (quarterly) throughout the year. Online grade reports may be reviewed in the Infinite Campus Parent Portal.

Semester Grade Calculations:

Quarter 1 will be worth 45% of the semester grade and Quarter 2 will be worth 55%.
Quarter 3 will be worth 45% of the semester grade and Quarter 4 will be worth 55%.
Semester grades will be posted to students' transcripts.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Lakeville Area Public Schools.

Course Credits Required

To receive a diploma, students must successfully complete at least 22 credits and comply with the following high school level course requirements.

High School Level Courses Required for Graduation		
Subject Area	# of Semesters	Explanation
Language Arts	8	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	6	Algebra I is required by the end of eighth grade. Algebra II or its equivalent is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the course meets the applicable state academic standards.
Science	6	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.
Social Studies	7	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	2	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Elective Courses	13	When a student takes a World Language Level 1 course in middle school, they do not receive high school credit and the course will not show up on their high school transcript. However, successful completion of a Level 1 World Language course in middle school, allows a student to register for a Level 2 course in 9th grade.

Courseload

Students are required to be enrolled in six classes each semester. Any student failing a required class or dropped before the end of the semester must repeat the semester class to receive credit. All students are required to remain enrolled in a minimum of five classes each semester. Students who fall below the minimum are subject to dismissal for the remainder of the semester.

Credit Attainment

The district must be notified prior to the student taking the course in order for it to be considered for future high school credit attainment. The course must be equivalent or beyond our course sequence. The course description and syllabus may be requested to obtain high school credit. Students must meet with their counselor prior to signing up for the course. There are timelines that need to be followed.

Minnesota Academic Standards

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

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

School District Required and Elective Standards

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

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

Homework

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

Parent Right to Know

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

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

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

Promotion and Retention

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

Postsecondary Enrollment Options

Tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to their counselor by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course can find more information on the schools website. Once a student's grade is received from the college, that grade is posted to their Lakeville transcript as a final grade and cannot be changed or removed.

Lakeville North High School
lnhs.isd194.org/academics/academics/post-secondary-enrollment-option-pseo

Lakeville South High School
lshs.isd194.org/academics/academics/post-secondary-enrollment-option-pseo

Lakeville Online Academy High School
loa.isd194.org/academics-and-courses/academics/high-school-courses-registration/post-secondary-enrollment-option-pseo

Student Participation in Statewide Testing

A statewide assessment is just one measure of your achievement. Your participation is important to understand how effectively the education at Lakeville High Schools is aligned to the state academic standards. If you and your parents want more information about state assessments visit education.mn.gov/mde/fam/tests/. The parent/guardian refusal for statewide participation in statewide assessments is located in the school district Policy 614: Statewide Testing Program.

Accommodations and Modifications

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see student's assigned counselor or case manager.

Summer School

The school district provides the following options for summer school learning opportunities.

Summer Credit Recovery Program

The summer credit recovery program is for grades 10-12 and provides short but intense classes for students who are behind in credits for graduation. This program offers the opportunity for students to recover classes needed in the core areas for graduation. Students must meet the state criteria for entering a Lakeville Pathways Academy Program.

To register, please bring the following items to Lakeville Pathways Academy:

- Parent/guardian emergency contact information
- Email address
- If driving, a license plate number

If you are from another school district, we will also need a copy of your transcript, immunization records, and your State test scores.

Contact Lakeville Pathways Academy at 952-232-2080 for additional information.

PART IV - RULES & DISCIPLINE

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct. For detailed information on the Student Code of Conduct and consequences for violations, see the school district Policy 506: Student Discipline.

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list.

1. 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;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;

15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

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 any local, state, or federal law as appropriate;

20. 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;

21. Violation of the school district's Internet Acceptable Use and Safety Policy or Digital Device guidelines;

22. Use of devices or objects which cause distractions or may facilitate cheating;

23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;

24. 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;

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;

26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;

27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;

28. Possession or distribution of slanderous, libelous, or pornographic materials;

29. Violation of the school district' Bullying Prohibition Policy;

30. 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;

31. Criminal activity;

32. Falsification of any records, documents, notes, or signatures;

33. 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;

34. 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;

35. Impertinent or disrespectful language toward teachers or other school district personnel;

36. Violation of the school district's Harassment and Violence Policy;

37. Actions, including fighting or any other assaultive behavior, 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;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

39. 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;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;

44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

45. 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.

Attendance

The Lakeville Area Schools believes that regular school attendance is directly related to student success. Attending school benefits students socially, provides opportunities for important interactions between teachers and students, and fosters self-management skills and perseverance. For detailed information, see the school district Policy 503: Student Attendance.

Unexcused Absences:

Unexcused absences are those absences not approved by a parent/guardian. They include:

1. Leaving the building without parent/guardian and school permission
2. Skipping class, whether or not the student stays in the building
3. Submitting a forged note or "fake telephone call" as an excuse from class/school

Consequences for Unexcused Absences:

The Lakeville High School's phone system makes calls home after each unexcused absence. On the third unexcused absence, the parent/guardian will receive notification in writing and the student will meet with their counselor or assistant principal. After seven unexcused absences the school may refer the student and family for county services through a truancy referral.

Consequences for Tardies:

Three tardies from a single class equals one unexcused absence. Students who show up for class after the bell rings, but within 10 minutes of class will be marked tardy. Students who show up 10 minutes after class begins will be marked absent unexcused.

Vacation Guidelines

Students' absences due to vacation are excused for the first five (5) days. Vacation absences beyond five (5) days will be marked as unexcused.

Parent Guidelines

It is the School District's expectation that every student attends school every day. Parents are required to report excused absences within five school days. The School District discourages parents from excusing the following types of absences:

1. Oversleeping or missing a ride
2. Haircuts or other errands
3. Babysitting
4. Shopping
5. Senior pictures
6. Driver's education lessons/testing
7. Vacations*
8. Other absences deemed unapproved by administration, including simply skipping school such as Senior Skip Day

Make-up work is the sole responsibility of the student. Teachers have the authority to set their own deadlines for make-up work. Students who do not comply with these deadlines may lose partial or full credit for assignments, tests, etc., which may affect grades. Homework can be arranged through the attendance office or teacher email in the case of an extended absence (3 or more days).

**At least one week prior to going on vacation, students are required to inform their counselor and teachers. Pre-arranged Absence forms are available in the Student Services Office.*

Lakeville North Attendance
LNHSattendance@isd194.org
Phone: 952-232-3618

Lakeville South Attendance
Submit using *Infinite Campus Parent Portal* (preferred).
952-232-3318

Lakeville Pathways Academy
lpa.isd194.org/about-us/hours-attendance
Phone: 952-232-3909

Lakeville Online Academy High School

Teachers take attendance based on work completion. All assignments are due on Friday. Students must make arrangements with their teachers if they are unable to complete work during the week. 952-232-2023

Truant:

A habitual truant is a student who is under the age of 17 years who is absent from attendance at school without a valid excuse for one or more class periods on seven school days, and who has not lawfully withdrawn from school. A student who is habitual truant shall be referred to appropriate services and procedures, which may include a referral to the County Attorney for a truancy petition, as required under state law. For more information see the school district Policy 503: Student Attendance.

Continuing Truant:

State law requires that when a student is absent without valid excuse for three or more class periods in a single school year, the School District has certain reporting requirements, including written notification to the student's parent(s)/guardian(s). For more information see the school district Policy 503: Student Attendance.

Bullying Prohibition

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

Buses – Conduct on School Buses an Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district will not provide transportation for students whose transportation privileges have been revoked.

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

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

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

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

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

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the buildings principal. Serious misconduct may be reported to local law enforcement. For more information refer to "Student Transportation Safety" Policy at isd194.org/district-policies.

Cell Phones and Other Electronic Communication Devices

Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and gang activity. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Board policy 524

A. Students shall not use any electronic device in any way that disrupts or detracts from the educational learning environment including but not limited to transmission or viewing of inappropriate content, violation of others' privacy rights, cheating, harassing, or bullying behavior.

B. Cell phones and other personal electronic devices (including earpieces) shall remain silent and out of sight during each class period, with the exception of medical management.

C. Students are not allowed to leave class in response to any electronic devices with the exception of medical management.

D. Cell phones and other electronic devices may be used appropriately and respectfully before and after classes, in hallways, or outside of the school building when classes are not in session.

Expectations

1. Students must follow building expectations for cellphone storage during class. Example: Example: Store cell phones in the designated classroom pocket holder.

2. If used between class periods, personal devices should be connected to the Lakeville Area Schools wireless network. Students must abide by the "Lakeville Area Schools' Wireless Guidelines". The district reserves the right to inspect, at any time, any personally owned device, including a cell phone, while connected to the district wireless network or while being used in the district.

3. The Lakeville Area Schools District will not be held responsible for any damage that may occur as a result of connecting to the wireless network or any electrical power source.

4. The Lakeville Area Schools District will not be held responsible for any physical damage, loss or theft of the personally owned device.

5. Students may not use any type of software to hack, crack, or gain access to any unapproved wireless network, wired network, or school servers/services.

6. High School Students Only: Students may use their personally owned devices before school, at lunch, and after school in adult supervised areas. If an adult asks a student to put his/her mobile device away during these times, the student must comply.

The school may discipline students who misuse electronic devices away from school on their own time if both of the following are true:

1. The student's use of the electronic device caused significant disruption at school or serious harm to the school, other students, or school personnel.

2. The student knew, or should have known, that the harm would happen. Students must follow building expectations for cellphone storage during class. Example: Store cell phones in the designated classroom pocket holder.

Discipline

The School District shall impose disciplinary action upon students for misconduct. All students must cooperate in all disciplinary investigations. The specific form of discipline in a particular case is solely within the discretion of the School District.

Tennessen Warning:

Administrators interview students in order to collect information about an incident. Students do not have to talk with the administrator if they choose not to, but if they do not, the administrator will make a decision without the student's information. This information will be used to determine what happened and any action the school district needs to take. The administrator will try to keep this as private as possible, but they may need to talk to other school officials.

Dress and Appearance

The school building is considered students "place of work" during school hours. As such, it is important that students dress in an appropriate manner that supports an educational atmosphere. Cleanliness, neatness and appropriateness will be stressed. Inappropriate dress and clothing, which distracts from the learning process will NOT be permitted. If necessary, parents will be notified and asked to come to school to pick up their child or bring proper attire. Teachers should send students to the office if they have inappropriate clothing.

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.

Drug-Free School and Workplace

The Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's "Student Medication policy. Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication in accordance with school district procedures. Any student who violates the "Drug-Free Workplace/Drug-Free School" and/or "Chemical Use and Abuse" policies will be subject to discipline at the discretion of the School District, including suspension or expulsion. Any chemical violation includes a conference with the Chemical Health Coordinator.

Harassment and Violence Prohibition

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

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district Policy 526: Hazing Prohibition.

Internet Acceptable Use

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; disciplinary action for students and staff in accordance with School District policies and applicable collective bargaining agreements; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy #524 is available at isd194.org/district-policies.

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

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

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

Insubordination

Insubordination is a student's failure to accept and carry out reasonable instruction as directed by any staff member. Any student who is insubordinate will be subject to disciplinary action.

Off-Campus Conduct

Students may be disciplined for off campus con-duct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

Parking on School District Property

Student

Parking a motor vehicle on school property during the school day is a privilege. The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking is permitted in designated areas only, by permit. For information, see parking lot rules and regulations as well as parking permit information below.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the principal or other designee.
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to school district Policy 506: Student Discipline.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Parking Lot Rules and Regulations:

Parking is prohibited in the following places:

- In the bus loading zones.
- On school district sidewalks, landscaped areas, and safety zones, except by school personnel who are conducting official business and by official emergency vehicles in the conduct of official school business.
- In loading zones, except by the vehicles making delivery of goods to schools when unloading during required delivery times.
- Staff/visitor parking lot.
- Within 10 feet of intersections, adjacent to or against yellow painted curbs, and in areas where parking is expressly prohibited by sign.
- In reserved parking spaces by all except those for whom those spaces are reserved.
- In spaces reserved for vehicles of handicapped persons is prohibited except for those vehicles of persons who have received approval from the State of Minnesota.
- Parking without a parking permit in the designated student parking lot.
- Any other parking lots not designated for student parking (ie: hockey arena, football practice field lots, elementary schools)
- Residential areas
- Fire lanes and no parking zones
- Parking lanes are designated by painted lines. Adequate space has been provided between each set of lines to park an automobile. Parking is restricted to a maximum of one vehicle per parking lane. Parking on lane lines or parking in a position which occupies more than one parking lane is prohibited.
- Maximum speed of vehicles on school property shall be ten (10) miles per hour, or less, depending on road conditions.
- The driving of automobiles and other vehicles on school property is restricted to roadways surfaced with concrete, blacktop, or gravel. The driving or parking of autos and other vehicles on sidewalks, lawns, athletic fields, or other grass-surfaced or landscaped areas is prohibited. District personnel in the act of performing official school duties are exempted.
- Exhibition driving is prohibited. No person shall turn, accelerate, decelerate or otherwise operate a motor vehicle on school property in a manner which causes unnecessary engine noise or backfire, squealing tires, skidding, sliding, swaying, throwing of sand or gravel, or in a manner simulating a race.
- No person shall drive or operate a snowmobile, go-cart, trail bike, or other recreational or motorized vehicle on property owned, leased, occupied, or operated by the school district without the express written permission of the principal.
- Motorcycles and motorbikes shall be subject to the full provisions of these rules and regulations and applicable state laws.
- Per MN statute 169.223, students must be at least 15 years old and hold a valid permit to ride motorized or electronic bikes.
- For the safety of all students, staff, and visitors, bicycles and scooters must be walked once they enter school property. School property includes all sidewalks, parking lots, driveways, and playground areas.
- Nothing in this policy shall prevent state, county or local enforcement agencies from enforcing traffic laws on campus. These laws are assumed to be common knowledge and must be obeyed.

- Students caught using their vehicle to leave campus without permission will be subject to search.

Parking Permits:

Parking permits are sold for a cost of $225.00 for a year long pass or $125 per semester. Administrator discretion will be used for permitting students to drive. Only students with paid semester parking permits may be allowed to park in the student parking lots.

Lakeville North High School
lnhs.isd194.org/student-life/student-purchases/parking

Lakeville South High School
lshs.isd194.org/student-life/student-purchases/parking

Parking Permits Purchase:

- Students qualifying may purchase permits on the days set prior to the start of each semester. Parking permits are purchased on a yearly or semester basis. The cost to replace a lost parking permit is $20.
- The Student Driving and Parking Permit form must be completed with parent and student signature. All license plate numbers are required to purchase a permit. Up to two license plate numbers are allowed.
- Students with outstanding fines from the previous semester may not purchase a permit for the current semester until the fine is paid. Any student purchasing a permit for another student with fines will have their permit revoked and the money for the permit will not be refunded. Students caught illegally buying or selling parking permits will have the permit revoked and will also face disciplinary action.
- The parking permit must be hung on the rear view mirror with the number of the permit facing out and visible; adhesive permits must be displayed in the lower left of the driver side corner of the windshield.

Students are expected to park their cars according to the regulations set above. Tags must be hung on the first day of semester. No warnings will be issued. Violations of these regulations will incur consequences. State and city citations take precedence over school consequences. Examples of school consequences may be:

- Confiscation of parking permit without refund.
- A fine of $10.00 for the first violation.
- Towing at owner's expense for each violation after one.
- Automatic towing if an unauthorized car is in a prohibited parking area listed above. This is at student expense.
- Automatic towing if the parked vehicle obstructs traffic or endangers property. This is at student expense.
- Use of a stolen parking tag will result in suspension from school, plus restriction as per ISD #194 policies.
- Forged or altered permits will result in disciplinary action.
- Any student parked in the visitor designated spaces will be subject to a $20.00 fine or automatic towing at the driver's expense.

- Students who lose their permit for the year or during a suspension period may not purchase daily permits.
- Parking permits can be pulled for discipline and attendance issues.

Parking Permits (Daily) Purchase:

For those students without semester parking permits, a daily parking tag, cost $3.00, is available from the parking lot attendant. All daily permits must be displayed on the dash of the vehicle prior to the start of the school day the permit was issued for. Student parking is in the student lot only.

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Students who park in visitor parking will be issued a parking violation with a $20 fine. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

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

School district students and staff have the right to learn and work in an environment that is tobacco free. This school policy is violated by any individual who smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district. Any student who violates this policy is subject to school district discipline.
For detailed information, visit the school district Policy 419: Tobacco-Free Environment.
Go to www.isd194.org/tips if you wish to report violations.

Policy Exception:

A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.

Trespassing

Students are not allowed on campus after hours without prior administrative approval. The school and parking lot have been equipped with surveillance cameras for security reasons. Approved visitors will receive a nametag to wear while visiting. Persons violating this will be issued a trespass order. Students may not be on campus before or after regularly scheduled school hours unless under the direct supervision of a staff member. The school is open from 6:30 a.m. until 3:00 p.m. Students on a non-traditional schedule must not be in the halls without a pass during class time. Students violating this policy will be considered trespassing and subject to consequences, both school and legal.

Vandalism

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

Walkouts/Protests

The School District does not sponsor or approve political activity on school property. Students have First Amendment rights, but they do not have the right to disrupt the educational process for other students. Disruptive behavior or other violations of established student conduct policies and requirements will result in disciplinary action. Students who leave their building or classroom during the school day without proper authorization from building administration will be considered unexcused. Students whose absences are unexcused are not permitted to participate in co- curricular activities on that day. Students may sign out in accordance with established building procedures. Students who leave their building are required to leave all school property and will not be allowed to re-enter the building for the remainder of the school day.Distribution of any non-school sponsored materials such as posters, signs or brochures, is governed by Policy 505 and requires advance approval by the building principal.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look- alike and 3-D weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. Any student who brings a weapon other than a firearm to a school location will be subject to discipline, at the discretion of the School District, including suspension, expulsion or exclusion. For a copy of the "School Weapons" policy, visit isd194.org/district-policies.

Policy Exception:

A limited exception to the weapons prohibition exists when a student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately

PART V - ACTIVITIES & ATHLETICS

Activities

District 194 believes that the co-curricular program of the school plays an essential and important role in providing successful and meaningful educational experiences for students. In addition to a comprehensive list of courses, Lakeville High Schools offers a wide variety of school activities to meet students' interests and needs. Refer to the Activities/Athletics website for currently offered activities. These co-curricular activities provide at least four educational benefits for students:

1. They promote cognitive, affective, and psychomotor growth and development.
2. They are well-guided activities which utilize student time in an excellent educational environment.
3. They provide opportunities for students to find new friends.
4. They promote good self-concept, positive school attitudes and better school academic achievement as well

Clubs

Clubs that are a part of the student activities programs in Lakeville High Schools are student-interest driven. Any student desiring to organize a club must fill out a Club Application that meets the following criteria:

- The purpose must be aligned with the current Lakeville Area High Schools curriculum, the Activities Mission Statement, and promote a positive school climate.
- The activities must fall within Lakeville Area High School policies and procedures, and must benefit many high school students.
- The club must be inclusive with participation available to any interested student. Must have a minimum of seven students on roster.
- Existing school facilities must be adequate for the operation of the club. Students must find an advisor willing to work with them.

Co-curricular clubs and groups are based on student interest and frequently change. Please refer to Activities/Athletics webpage for a current list.

Lakeville North High School
https://lnpanthers.org/

Lakeville South High School
https://lscougars.org/

Student Activities/Athletic Expectations

Positive Representation:

Because students represent not only themselves but also their activities and their school, students are required to demonstrate positive conduct in the classroom, the community, and their activities.

1. In the Classroom - Lakeville High School's activity participants are required to make a strong academic effort. In the classroom, they will demonstrate positive attitudes, sincere effort, and good attendance.

2. In the Community - In the community, participants will demonstrate good citizenship and behavior that brings credit to them, their activities, and their school.

3. In Activities - As participants, students will observe District 194 policies, Minnesota State High School League eligibility and sportsmanship rules, and the letter and spirit of this policy.

Failure to abide by behavioral expectations may, under certain circumstances, be a violation of school rules and may result in consequences or discipline including, but not limited to, meeting with teachers, coaches or administrators, loss of practice or competition opportunities, removal from activities or team, or other consequences under the discipline policy.

Attendance:

On the day of practice, a contest, or any other activity involving the team, high school students must be in attendance the entire school day unless pre-excused by the Activities Office (i.e. dentist, doctor, etc.) . If a high school student is not in full attendance during the school day, she or he may not participate in that day's events. A student who is truant or otherwise absent without approval of a school administrator, may not participate in that day's event. An unexcused absence during the day will eliminate a student's participation in practice, game, or other events involving the team or participant.

Fundraising:

School organizations, including booster groups that want to do fundraising need to follow Lakeville High Schools' policy.

1. The activity must be approved and scheduled by the Activities Director and/or Principal.

2. The group advisor is responsible for following approved accounting procedures.

3. Food items are to be sold before and after school only.

4. Other items are to be sold in designated areas during lunch periods.

Homecoming Court:

Students wishing to be members of the Homecoming Court must be considered a "Student in Good Standing".

Student in Good Standing:

Any student who participates in any co-curricular activity or is selected to represent our school in any way must be a student in good standing in the community. Such determination is at the discretion of the principal, but examples preventing good standing may be: cheating, minor consumption, assault, theft, drug charges, legal charges, school suspensions, etc. In addition, any student who is not a student in good standing may not be allowed to participate in overnight field trips, tournaments, member of homecoming court, etc.

Posters:

Student activities may be publicized with posters in approved areas in the building. Poster themes should be approved by the Activities Director. Posters placed in the building need to be approved by the principal. Some posters will be assigned to the public forum board. All posters must identify the school organization.

Practice or Activities:

Activities or practices are not to be held during regular school hours. Practice starting times will be coordinated by the coach/advisor/activities office.

School Dances:

1. Students must arrive at all dances within one hour of the start time unless special circumstances arise and district representatives are notified and consulted. No students will be allowed into the dance beyond one hour after the start of the dance.
2. Once students leave the dance, they are not allowed to return.
3. Non – Lakeville High School students MUST be registered prior to the dance. Guests are subject to the same guidelines as our own students.
4. Dances are school-sponsored events. They are chemical free. If school policies are violated, consequences will be enforced. Law enforcement will be contacted if school personnel deem it appropriate.
5. Tobacco use is not permitted. This includes smoking, chewing and/or possession.
6. No food or beverages may be brought into the building.
7. Students are required to show their IDs.
8. Guests must be freshman in high school or older and younger than 21 years of age.
9. Students must exhibit appropriate behavior or they will be asked to leave the dance. Parents will be contacted.
10. The junior/senior prom is sponsored by the junior class each spring at Lakeville High Schools. Sophomores MUST be accompanied by a Lakeville junior or senior.

Academic Policy: Athletics/Activities

There is both a semester credit requirement and an in-season grade requirement.

Semester Requirement:

At the end of each semester, a student must have earned the following number of credits to be eligible to participate in a co-curricular activity:

9th grade/1st semester	2.5 credits
9th grade/2nd semester	5.5 credits
10th grade/1st semester	8.0 credits
10th grade/2nd semester	11.0 credits
11th grade/1st semester	13.5 credits
11th grade/2nd semester	16.5 credits
12th grade/1st semester	19.0 credits
12th grade/2nd semester	22.0 credits

If a student does NOT have the required number of credits at each "credit check" they will be

***ineligible until the credit(s) is (are) made up.*

In-Season Grade Requirement:

Grades will be checked at each designated grading period. If a student has one or more F's, they will be placed on academic probation. The conditions of this probation are described below.

- Student must meet (ASAP) with teacher(s) involved and coach/ advisor.
- At this meeting, a specific plan will be developed to address the "F"(s).
- Students will have two (2) weeks to raise grade to passing. It will be the student's responsibility to present a progress report form to the teacher for a grade and their signature. The student must then present the form to their coach/advisor.
- During this probation period, the student IS eligible to compete at coach/advisor discretion.
- If after the mandatory two (2) weeks the student is still earning one or more "F's", they will be **ineligible to participate until the failing grade is passing.

***Ineligibility refers to games/events/performances, etc. Any student who becomes ineligible (either by a MSHSL violation or a school violation) will be suspended from participating in any competition (i.e.,games/events/performances) for the appropriate amount of time. In case of academic ineligibility, practice participation will be on a case-by-case basis. This decision will be a result of input from the coach/ advisor, activities director, assistant principal, parent(s), student and teacher(s) involved.*

Chemical Use Policy: Athletics/Activities

During the calendar year, regardless of the quantity, a student shall not: (1) use or possess a beverage containing alcohol; (2) use or possess tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia. This applies to the 12-month calendar year. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

Consequences - First Violation:

First Violation: Loss of eligibility for the next 2 consecutive contests or 2 weeks (14 calendar days), whichever is greater, in a season where the student is participating.

Sport	Weeks	Max. Games	25% Penalty	50% Penalty
Baseball	13	20	5	10
Basketball	18	26	6	13
Cross Country	12	10	2	6
Dance Team	17	15	4	8
Football	15	8	2	6
Golf	13	16	4	8
Gymnastics	15	16	4	8
Hockey	17	25	6	13
Lacrosse	9	12	3	6
Skiing	14	16	4	8
Soccer	12	18	4	9
Softball	13	20	5	10
Swimming	14	16	4	8
Tennis	11	16	4	8
Track & Field	13	14	3	7
Volleyball	13	17	4	8
Wrestling	15	18	4	9

Consequences - Second Violation:

Second Violation: Loss of eligibility for the next 6 consecutive contests or 3 weeks (21 calendar days), whichever is greater.

Consequences - Third and Subsequent Violations:

After confirmation of the third or subsequent violations, the student shall lose eligibility for the next 12 consecutive contests or 4 weeks (28 calendar days), whichever is greater. The penalty may be reduced to 4 weeks or 12 consecutive interscholastic contests, whichever is greater, if the student on his/her own volition enters and satisfactorily completes a treatment program and the following conditions are met:

1. the student is assessed as chemically dependent by a licensed chemical dependency counselor, prior to entering the treatment program;
2. the student voluntarily enters a treatment program approved by the Chemical Health Coordinator and Activities Director.
3. the director of the treatment center certifies in writing that the student has successfully completed the treatment program;
4. no sooner than 6 weeks after the student enters treatment can the student begin serving the reduced penalty of 4 weeks or 12 interscholastic contests, whichever is greater.
5. With each violation, ISD 194 requires the following steps:
6. Students participate in an initial meeting to discuss the violation with the student, parent, assistant principal, and athletic director to set a course of action.
7. Students participate in a meeting prior to resuming eligibility with the student, parent/ guardian, coach, activities director, assistant principal, and the chemical prevention counselor.
8. The coach may require service hours to directly benefit the team.

Additional Specific consequences include:

Captain/Officer Qualifications:

Students are expected to be positive team leaders. If any student is currently a captain/officer and receives a single violation, he/she is immediately removed from that position. If a student has a single chemical violation of MSHSL eligibility rules prior to the final day of their tenth grade year, during their ninth or tenth grade year, he/she may apply for captainship during their senior year , providing they discuss the incident with their coaches, describe what changes they have made in their lifestyle, and what leadership opportunities they have participated in school to make themselves a stronger person/leader. A second chemical violation during their ninth or tenth grade year prohibits that individual from becoming a captain. A single chemical violation after the final day of 10th grade year prohibits that individual from becoming a captain.

Chemical Use Policy: Activities

Category II activities covered in this document include the following:

- Drama/Theatre
- Marching Band, all other extra-curricular bands, and all related participants
- Vocal Extra-curricular ensembles
- Instrumental Extra-curricular ensembles
- All Tech Crews working with the above groups
- DECA/HOSA/eSports/Robotics and related-type competitive activities
- Clubs
- Student Council and other Student Leadership Organizations
- Freshmen Transition Leadership Programming
- Any future other limited-event activities

These activities are not covered by the MSHSL Category I activities Consequences.

First offense

- Loss of 25% of the season or two performances/events, whichever is less
- Meet with District Chemical Health Coordinator to complete a chemical pre-assessment
- Attend a re-entry meeting and follow through with additional recommendations if needed

(Re-entry team consists of Activities Director, Advisor/Coach, student, Chemical Health Coordinator, parent, and Assistant Principal)

Second offense

- 50% of the season or four performances/events, whichever is less
- Meet with District Chemical Health Coordinator to complete a chemical pre-assessment
- Attend a re-entry meeting and follow through with additional recommendations if needed

(Re-entry team consists of Activities Director, Advisor/Coach, student, Chemical Health Coordinator, parent, and Assistant Principal.)

Alternative consequence for qualifying event Category II activities:

- The student must be able to complete the following before the next event/competition:
- Consult with District Chemical Health Coordinator for resources
- Select to complete a chemical assessment from an outside agency and agree to follow through with recommendation
- Attend a re-entry meeting to verify to discuss completed assessment recommendations and any additional steps required. (Re- entry team consists of Activities Director, Advisor/Coach, student, Chemical Health Coordinator, parent, and Assistant Principal.)
- Five hours of approved community service as determined by the Building Administrator and Advisor

Captain/Officer Qualifications:

Students are expected to be positive team leaders. If any student is currently a captain/officer and receives a single violation, he/she is immediately removed from that position. If a student has a single chemical violation of MSHSL eligibility rules prior to the final day of their tenth grade year, during their ninth or tenth grade year, he/she may apply for captainship , providing they discuss the incident with their coaches, describe what changes they have made in their lifestyle, and what leadership opportunities they have participated in school to make themselves a stronger person/leader. A second chemical violation during their ninth or tenth grade year prohibits that individual from becoming a captain. A single chemical violation after the final day of 10th grade year prohibits that individual from becoming a captain.

PART VI - HEALTH & SAFETY

Accidents

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

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan can be found at isd194.org/building-health under Building Safety Documentation.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering based on the I Love U Guys Foundation Standard Response Protocol. The district has also developed a cardiac emergency response plan.

Student, Staff, and Parent/Guardian responsibilities, as well as communication procedures, can be reviewed on our website. The school district will conduct lock-down drills, fire drills, a tornado drill and cardiac emergency response drills. Building plans include classroom and building evacuation procedures.

Health Information

First Aid

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

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

Communicable Diseases

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

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

COVID-19

We will continue to implement COVID-19 health and safety strategies in accordance with the guidance from the State of Minnesota.

Health Service

The student health office is staffed by a trained building nurse.

Students who become sick at school should report to the nurses' office. In the event of an emergency, call 911. The school office staff will arrange for students who get sick at school to go home early. Please do not pick your student up until you have spoken to the school nurse or administrator.

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

Lakeville North Attendance LNHSattendance@isd194.org
Phone: 952-232-3618

Lakeville South: Submit absence using *Infinite Campus Parent Portal* (preferred).
Phone: 952-232-3318

Lakeville Pathways Academy lpa.isd194.org/about-us/hours-attendance Phone: 952-232-3909

Lakeville Online Academy High School

Teachers take attendance based on work completion. All assignments are due on Friday. Students must make arrangements with their teachers if they are unable to complete work during the week.
Phone: 952-232-2023

Immunizations

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, visit isd194.org/immunizations.

Medications at School During the School Day

Whenever possible, the medication should be administered by the parent/guardian before and/or after school hours. The school district acknowledges that some students may require prescribed drugs or medication during the school day and on school sponsored field trips. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administrating Prescription Medications" form must be completed once per year and/or when a change in the prescription or requirements for administration occurs. This form can be found at isd194.org/services/student-health. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription and non-prescription medications are not to be carried by the student, but will be kept in the school health office. Marijuana is not allowed on school property even if prescribed.

The school district is to be notified of any change in administration of a student's prescription medication.

Exceptions

Exceptions to this requirement are prescription asthma medications self-administered as documented in a written agreement between the school district and the parent/guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan) as noted in the "Student Medications" Policy isd194.org/district-policies.

Another exception is a secondary student (grades 6-12) may possess and use non-prescription pain relief in a manner consistent with the labeling, if the medication is provided by the parent/guardian in the original labeled container and if the health office has received written authorization from the student's parent/guardian permitting the student to self-administer the medication. If the parent/ guardian requests the non-prescription medication be kept in the health office and given under the supervision of the LSN or building nurse, a medical order from a licensed health care provider in addition to the signed parent medication authorization form is required. The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use non-prescription pain relievers if the school district determines.

Pesticide Application Notice

The Lakeville Area Schools will apply pesticides on school property. The District has a list of pesticides used throughout the year. A parent may request to be notified prior to the application of certain pesticides. Additional information regarding what pesticides are used, the schedule of pesticide applications, and a copy of the Material Data Sheet can be requested by contacting isd194@isd194.org.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Anonymous Tip Reporting

Lakeville Area Schools provides an anonymous tip reporting tool that enables students, staff, parents/guardians and community members to anonymously report student bullying, behavior and safety concerns 24/7 without fear of retribution. The reporting tool allows individuals who submit tips to have anonymous two-way communication with school safety teams. The system provides our students, staff, parents and community members with an easily accessible and anonymous method of reporting any issue of concern, incident or at-risk behavior. The system provides our students and community the opportunity to share concerns, which significantly contributes to our ability to maintain a safe learning environment.

We always encourage our community to share and report concerns directly with school leaders. We encourage the use anonymous tip reporting for circumstances where individuals may feel uncomfortable addressing concerns directly with school and District leaders.

You can help save lives by reporting observed threats, behaviors, actions, and harassment. Here are examples of some of the most common behaviors and incidents to report:

- Direct and indirect threats
- Verbalizing a violent plan
- Threatens or brags about bringing a weapon to school
- Acts of violence, with or without weapons
- Verbal or physical abuse, assault or harassment
- Sexual abuse, assault or harassment
- Threats of violence seen on social media or heard in person
- Bullying, fighting, harassment or intimidating behaviors
- Expresses feelings of being persecuted by others students and staff
- Expresses admiration for school shooters
- Possession of weapons or desire to purchase a weapon
- Depression, anxiety or loss of self-control
- Expresses a wish to kill, to be killed or a wish to die
- Expresses admiration for school shooters
- Social isolation or withdrawal
- Substance or alcohol abuse
- Suicide threats, cutting or other self-harm
- Destruction of property
- Any other troubling situation or behavior.

The district's anonymous tip reporting tool is not an emergency 911 service. If emergency assistance is required, always and immediately contact 911.

How to submit a tip through the mobile app:

You can download the anonymous tip reporting mobile app for your Android or Apple device. Search for and select the school your tip is related to in order to ensure a quick response by our trained school safety professionals. Then follow the steps to fill out and submit the tip.

We encourage the use of the mobile app for reporting tips because it is more accessible and makes it easier to have two-way conversations with trained school safety professionals.

Download the app by scanning the appropriate QR code below.

Download on the App Store

GET IT ON Google Play

How to submit a tip through the website:

You can submit a tip anonymously via a web browser. If using the tip reporting website, please select the school your tip is related to in order to ensure a quick response by our trained school safety professionals.

Click the "Submit A Tip" button on any of the following school webpages to begin submitting a tip.

Lakeville North High School
lnhs.isd194.org/student-life/student-support/anonymous-tip-reporting

Lakeville South High School
lshs.isd194.org/student-life/student-support/anonymous-tip-reporting

Lakeville Pathways Academy
lpa.isd194.org/student-life/student-resources/anonymous-tip-reporting

Lakeville Online Academy High School
isd194.org/services/anonymous-tip-reporting

Crisis Hotline Information: New Statutory Requirement for Grades 6-12

Recently, the state legislature passed a new statute, Minn. Stat. § 121A.35, which mandates that all identification badges and student handbooks/planners for students in grades 6-12 include required crisis hotline information. The purpose of this state legislation is to ensure that communities are equipped with resources to support and help children who are in distress.

Starting this school year, all secondary student identification cards will now have the following required crisis hotline information displayed on the front. An example ID is included:

- National Suicide and Crisis LifeLine: 988
- Crisis Text Line: Text HOME to 741741
- Dakota County Crisis Hotline: 952-891-7171

(calls will be routed accordingly if you reside in Scott County)

In addition to the crisis information noted on the ID to support students after school hours, we highly encourage students and families to connect with our school's student support specialist to access school-based mental health support and services during school hours as needed.

POLICIES

Please review all District policies at: isd194.org/district-policies

Parent/Guardian Refusal for Student Participation in Statewide Assessments

Download a pdf version of the document listed below at bit.ly/LAS-2024-Refusal-Standard-Testing.

DEPARTMENT OF EDUCATION

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

Statewide Assessments Help Families and Students

Participating in statewide assessments 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 Postsecondary Enrollment Options (PSEO) in grade 10.
- 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.

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Updated March 2024 2

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA 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 additional 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% 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.

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.

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

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

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

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

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

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

Published by Lakeville Area Schools
High School Principals and Assistant Principals
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