

2023-2024 High School Student Handbook Changes

22-23 Policy

APPEARANCE AND STUDENT DRESS– “DRESS FOR SUCCESS”

II. GENERAL STATEMENT OF POLICY

A. It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards.

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

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

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

- Short shorts/skirts/dresses, short/skimpy tops, halter tops, tops that expose the midriff or side of torso, and/or exposure of
- undergarments (underwear, bras, and bra straps).
- Clothing which bears a message with is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or
- otherwise derogatory to a protected minority group or which connotes gang membership.
- Any apparel or footwear that would damage school property.
- Clothing Examples include but are not limited to the following: Joe Camel, Red Dog, Big Johnson, and Co-Ed Naked.
- Dog collars with spikes, wrist bands/bracelets with spikes and heavy thick chains worn either around the neck or attached to
- belts or pants.

D. Hats/Hoods

1. Hoods – hoods must remain down during the school day, except during the lunch time.

2. Hats - may be worn in the building and in classrooms as allowed by teachers. This is up to your teacher.

- Hats must follow school dress code policies as well as refrain from being disruptive or cause issue within the learning
- environment or school.
- If a student is requested to remove a hat in class, they must do so immediately, or risk losing the privilege or face other
- school consequences.
- It is within the rights of the administration as to what constitutes appropriate headwear.

APPEARANCE AND STUDENT DRESS– “DRESS FOR SUCCESS” (p8) proposed for 23-24

Students at HLWW High School are expected to dress in a manner supportive of a positive learning environment that is free of distractions

and disruptions. **Symbolic expressions of intolerance including, but not limited to the Confederate flag, swastika, or gang representations are not allowed.** Parents/guardians are primarily responsible for the appearance of a student. The district reserves the right to take appropriate action when student attire and/or grooming endangers the health, safety, or negatively influences the educational opportunity of students in the Howard Lake-Waverly-Winsted Schools. The district has established no restrictions on student dress or grooming except as follows:

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

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., Physical Education or the classroom)
4. Clothing or grooming that does not interfere with the education process.
5. Clothing that is consistent with community standards
- 6.

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

1. Clothing that does not cover the undergarments
2. Clothing which bears a message that is lewd, vulgar, or obscene;
3. Apparel promoting products or activities that are illegal for use by minors (promotion of alcohol, tobacco, or drugs);
4. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which communicates gang membership;
5. The wearing of any item as clothing that is not normally intended to be worn as clothing
6. Any apparel or footwear that would damage school property (Heelies - - shoes with wheels).

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2. Hats - may be worn in the building and in classrooms as allowed by teachers. This is up to your teacher.
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- If a student is requested to remove a hat in class, they must do so immediately, or risk losing the privilege or face other school consequences.
- It is within the rights of the administration as to what constitutes appropriate headwear.

CELLULAR PHONES/ELECTRONICS

Students are not permitted to use personal electronic devices in the classroom and media center during the school day, except as permitted by the teacher. The teacher may permit use of personal electronic devices by students for taking notes, recording in a calendar, using as a calculator, re-searching information, searching references such as a dictionary or thesaurus and photographing information for homework. The teacher shall direct when devices are allowed, and written guidelines, devised by the school staff development team, will be posted in the classroom, and will be reviewed with all students. Teachers will encourage students with personal electronic devices to share information with students who do not have access to the devices in the classroom, as applicable. Personal electronic devices are not required as part of the current curriculum and instruction. The principal shall annually review this policy with the teachers and the school board.

At no time are students to record pictures or videos of students or adults without consent. The use of a personal electronic device or any device capable of taking photographs and videos is not allowed in restrooms, locker rooms or dressing rooms.

These devices include, but are not limited to, cell phones, cameras, PDA devices, and other such technology.

If a student inappropriately uses a personal electronic device during the school day, it will be confiscated and returned to the student at

the end of the day. Repeated violation of this policy will result in parent notification and/or disciplinary action up to and including suspension. If an electronic device is being used in a way that may potentially be breaking a school policy, administration may look at the pictures, messages, or other content (see District Policy 502)

TEXTING/VIDEO-RECORDING/PHOTOGRAPHING

Displaying or creating inappropriate messages or images during school hours may result in a suspension from school.

CELL PHONES AND ELECTRONIC DEVICES p. 9 Proposed for 23-24

Student phones are to be silenced and kept in their lockers from 7:55 until 3:00. Students will not be allowed to possess their phone in the classroom unless directed to do so by the teacher. Students are able to possess their phone during the lunch period. During the 4-minute passing time students may check their phone and respond to parent messages. If a student needs to contact their parent/guardian during the school day they can request a pass from a teacher to use their device or the office phone. If parents /guardians need to communicate with their child prior to 3:00, they may contact the High School office.

The first violation of this rule will result in the student being directed to return their phone to their locker and the parent will be emailed. The second violation will result in a parent email and they will be sent to the office. The third violation will result in after school detention. The fourth violation will result in a day of ISP (Individual Student Plan) and the 5th violation will be ATS (Alternative to Suspension) wRight Choice. Violations will reset each semester.

In order to possess these devices at school the student and their parent/guardian must have signed the Internet Use Agreement. Students bring these devices “at their own risk”. The School will not be responsible for lost, stolen or damaged devices. No student shall use a cell phone or camera to take photographs or video of students or staff without their prior consent while in school or on the school grounds, including the school bus. The use of any electronic device in restrooms and locker rooms is strictly prohibited.

Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and 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.

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School Consequences 22-23

SCHOOL CONSEQUENCES

ALTERNATIVE EDUCATION PROGRAM (A. E. P.) – Currently not available

The Alternative Education Program (A.E.P.) is a program at Howard Lake-Waverly-Winsted High School that represents a place for students who violate school rules or interfere with the learning process within our school. The time spent in A.E.P. is not considered an absence from regular class and will not be counted against the students in the attendance policy. It will serve as a place for the student to continue work on their school materials in a closely monitored environment that serves as a consequence for their misbehavior. A.E.P. also serves as a place, through teacher and administration cooperation, for students who need special study or tutoring time. The purpose of A.E.P., is to help students succeed; it is not merely a disciplinary setting. Parents/Guardians will be notified of students who are sent to A.E.P. for disciplinary reasons. At that time, a parent or guardian/teacher/counselor meeting may also be arranged. The existence of an Alternative Education Program does not eliminate the possibility of an out-of-school suspension as a consequence for misbehavior.

ALTERNATIVE PLACEMENT

The school administration has the authority to determine educational placement/programs for students. A student's schedule can be changed due to scheduling difficulties or class overloading. Students who continually disrupt or fail to make reasonable academic progress may be assigned to an ALC or the HLWW Area Learning Program. Normally, this placement change would occur only after numerous interventions addressing concerns have failed.

DETENTION

Detention is used as a consequence for a variety of school infractions and will most often be as signed by the principal, although teachers may also assign detention. Notice will be given at least one day in advance so any necessary transportation arrangements can be made. Students will report to the room and bring schoolwork. Anyone reporting late or without schoolwork may be sent home, not given any credit for his/her time, and/or given additional detention.

Students may be excused from detention in emergency or unavoidable situations such as doctor appointments. Parents or students are asked to contact the principal prior to the time of detention if situations arise making attendance impossible. Generally, since detentions are prearranged, there are no excuses (jobs, athletics, etc.) for missing detention. Student attendance for detention is required; skipping detention is considered truancy.

REMOVAL FROM CLASS

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his/her lawful designee. The removal of a student from class shall not exceed five class periods per incident. Students shall be removed from class upon agreement of the appropriate teacher Principal Designee and/or Principal after an informal administrative conference with the student. The decision as to removal from class may be imposed without an informal administrative conference with the student. The decision as to removal from class may be imposed without an informal administrative conference where it appears that student will create a disruption or be an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the Dean of Students/Principal Designee and/or Principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including, but not limited to, the completion of any makeup work.

SATURDAY SCHOOL

Saturday School is another consequence to address inappropriate student behavior when other consequences have not caused a positive

change in student behavior. Arrangements for Saturday School attendance are made among the student, parent, and administrator.

SUSPENSION - EXPULSION

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MSA, more commonly known as the Minnesota Pupil Fair Dismissal Act. Under the provisions of this law, students may be suspended or expelled from school for any of the following:

- A. Willful violation of any reasonable school board regulation.
- B. Willful conduct which materially and substantially disrupts the rights of others of an education.
- C. Willful conduct which endangers the student, or other students or school property.

Any student suspended out of school is ineligible for participation in or attendance at any school activities or events during the time of suspension. Parents are notified prior to any student being suspended out of school. Suspended students will not be sent home to an empty house. Students who receive out-of-school suspensions will not be readmitted without a student-parent- principal “readmission hearing” with the Activities Director/Principal Designee and/or Principal.

While a student is suspended, the student will receive their homework/classroom work and will have 2 days to complete for every day missed during suspension. If the suspension occurs at the end of the marking period, students will be allowed to make up any tests, quizzes and missed projects that would result in grade reduction of that class for the marking period. Students may be expelled by the school board upon recommendations of the principal. Expulsions may be for the remainder of the school year or less and may occur after the school board has held a hearing in accordance with the law. A provision of readmission for all suspended students is a conference with the parent/guardian and the principal.

SCHOOL CONSEQUENCES P 32- Proposed 23-24

Individual Student Plan (ISP)

Individual Student Plan supports students who may need more intensive help by developing and meeting each student’s unique needs, while supporting school success. It also identifies services the student will need to be successful.

Students will be in an alternative setting away from their peers. They will have access to instructional materials and teachers as needed to complete their work. Students will have an alternative daily schedule, and learning experiences as they work one-on-one with behavioral interventionist or school counselor to minimize or prevent the target behavior. Restorative practices will be used to foster healthy relationships with peers and school staff.

Alternative To Suspension (ATS)

The Alternative to Suspension for HLWW HS will be a placement at wRight Choice. At wRight Choice, students will be provided an alternate setting and will complete work for their classes on a daily basis. Students attending wRight Choice, will also meet with staff to identify behaviors and practice skills related to targeted behavior that will assist students in making responsible decisions upon their return to school.

Students in ISP, and ATS, are not eligible to practice or participate in activities or athletics on the days served.

Student discipline will be educational and progressive in nature. For less serious violations the following progression of discipline will take place:

Teacher referral or meeting with the behavior interventionist (replaces lunch detention due to ban)

2 After school detentions

1 ISP (Individual Student Plan)

1 WC (Alternative to Suspension- wRight Choice)

OSS (Out of School Suspension)

Serious violations will be ISP, WC, or OSS

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22-23 Tardy Policy

Tardy Policy

o 2 Unexcused Tardies = 1 unexcused absence = counts towards excessive absence policy

⌘ Unexcused Tardy = no pass from HLWWHS Staff member

⌘ Excused Tardy = Pass from HLWWHS staff member = does not count towards excessive absence policy

o Students that are over ten minutes late must report to the Office for an admit slip. All tardies will be kept track of by each

individual teacher. Once a student has been tardy five (5) times, a Detention will be assigned by either the classroom

teacher or by the office. Students will also be marked absent for the entire class period.

Tardy Policy P 23- Proposed for 23-34

- **2 Unexcused Tardies = 1 unexcused absence = counts towards excessive absence policy**
 - Unexcused Tardy = no pass from HLWWHS Staff member
 - Excused Tardy = Pass from HLWWHS staff member = does not count towards excessive absence policy

Students that are over ten minutes late must report to the Office for an admit slip. All tardies will be kept track of by each individual teacher. **Once a student has been tardy four (4) times**, a Detention will be assigned by either the classroom teacher or by the office. Students will also be marked absent for the entire class period

Updated with state mandates

Health Services P 25

“Students need to be healthy to be educated and educated to be healthy” - unknown

Health services information can be found on the school website: www.hlww.k12.mn.us under Departments>Health Services. You can download forms and get information on a variety of student health concerns and resources.

Visiting the Health Office

Students may visit the health office at any time during the school day to visit health office staff. The health office assistant is trained and supervised under the district licensed school nurse. The health office assistant will care for minor health concerns, allow the student to rest, advise the student to return to class, or call the parent, if appropriate. The health office assistant will contact the district nurse if further assessment and intervention is necessary. If the student is not feeling well enough to remain in school, the health office assistant will contact the student's parent/guardian. Students who become ill or are injured during the school day are not to leave the building without permission from the parent or guardian through the school health office. Parents are expected to have a plan in place to pick up their student(s) in a reasonable amount of time. In the event of an emergency, health office staff will contact emergency medical services first, followed by the student's parent/guardian.

Keeping Your Student Home From School

Please consider these Minnesota Department of Health guidelines when deciding if your child is healthy enough to attend school.

- Fever of 100 degrees fahrenheit or greater. Students must be fever free for 24 hours without the use of fever reducing medications before returning to school. Please do not give your child acetaminophen or ibuprofen to reduce a fever and then send them to school.
- Vomiting/Diarrhea. Please keep your child at home for 24 hours following the last episode of vomiting or diarrhea.
- Undiagnosed rash. If your child's healthcare provider determines that the rash is not contagious, they may return to school immediately. If contagious, please follow your healthcare provider's instructions.

Health Conditions

Students attending school with a chronic health concern will have an individualized health plan (IHP) on file. The IHP outlines a description of the health concern, interventions and expected outcomes for the child to remain in school. The plan is updated annually by the licensed school nurse. The district licensed school nurse will meet with parents/guardians in person or by phone to discuss a plan of care. The parent/guardian will provide updated doctor's orders for the school year, or will provide written consent for health office staff to request pertinent information from the prescribing provider(s). Updated doctor's orders should be submitted to the health office in August. Orders must be updated annually and as needed if changes are made. Submitting updated orders before the school year allows time for the licensed school nurse, health office assistants and other applicable school faculty to receive training and or make plans for your student.

Students with health concerns, such as severe allergies, seizures, diabetes or asthma, will have an emergency action plan (EAP) on file. The EAP will outline doctor's orders in the event of an emergency, prescribed emergency medications, parent/guardian contact information and the prescribing provider's contact information. Emergency action plans will be shared with the appropriate designated school faculty in the event an emergency occurs in the classroom or on an off-campus field trip.

Medication Administration in School

We promote safe medication handling and administration. Please review Policy # 516 on our website: hlww.k12.mn.us under “District” for all details related to medication administration and management in our schools. Parents/guardians must transport all controlled substances and prescription medications, not including epinephrine pens or rescue inhalers.

Health office staff may administer prescription medication to your child during the school day. A parent/guardian must complete and return a prescription medication permission form before health office staff will initiate medication administration. This must be completed annually for recurring medications. All medications must be non-expired, labeled with your child’s name and stored in the original packaging. Parents and guardians are asked to pick up any unused or expired medications at the end of the school year. Medications will be disposed of per Policy 516 if they are not collected at the end of the school year.

Only high school and middle school students may carry prescribed rescue inhalers and epinephrine auto-injectors if the parent/guardian signs the prescription medication permission form and provides an emergency action plan signed by the prescribing physician. The licensed school nurse will complete an assessment with the student required by Minnesota state statute 121A.221. The school nurse will determine the student’s ability to appropriately recognize the need for the inhaler, proper administration of the inhaler and education regarding the maintenance of asthma.

If you choose to have medications such as acetaminophen, ibuprofen or moisturizing lotions available at school for your child, parents/guardians must complete the over the counter medication permission form and return it to the health office. This must be completed annually for recurring medications. The dosage may not be more than the manufacturer’s label states. A physician signature is required if the dosage is higher than the “as directed” amount.

Only high school students in grades 9-12 may self-carry over the counter pain relief medication. If you give your child permission to carry this type of medication at school, please complete the over the counter self carry form. Supplements not approved for children by the Food and Drug Administration are not allowed in school or on trips facilitated by the district.

Health Screenings

Health office staff, under supervision of the licensed school nurse, will conduct health screenings for your child. Frequency of annual screenings is based on grade level as well as student needs & Minnesota Department of Health recommendations. Screenings may include:

- Hearing
- Vision

The licensed school nurse will contact parents/guardians to discuss abnormal results and provide referral for additional medical follow-up.

Student Health Records

The health office will maintain an ongoing health record for each student enrolled. Health records will be maintained electronically in the district’s student administration system. Paper copies of health records, such as shared immunization records, doctor’s notes, hearing and vision screening, etc. will be maintained in a confidential file. Only authorized staff will have access to student health records. Health office staff may share individual health plans or emergency action plans with the applicable designated school faculty to promote student safety.

Immunizations

Minnesota law requires children enrolled in school to be immunized against certain diseases or file a legal exemption. Non-medical exemptions must be notarized. Medical exemptions require a signature from your child's healthcare provider. Please be sure your child's immunization information is up-to-date **prior to the start of the school year**. An immunization record or record of exemption must be on file prior to the start of the school year. For more information, please visit www.health.state.mn.us/people/immunize.

Immunization Requirements to Enter 12th Grade

- 3 Hepatitis B
- 5 Dtap (diphtheria, tetanus, pertussis)
- 4 Polio
- 2 MMR (measles, mumps, rubella)
- 2 Varicella (chickenpox)

*The above vaccines are traditionally administered by the time your child starts Kindergarten.

- 1 Tdap at age 11-12 (booster shot)
- 1 Meningococcal

*The above vaccines are traditionally administered by the time your child starts 7th grade.

- All 12th graders will need a meningococcal booster shot

If you have any questions pertaining to your student's health, please call your child's school health office or contact the district nurse at 763-290-3889 or morgan.johnson@hlww.k12.mn.us