

# 2022-2023 Student Handbook



Howard Lake-Waverly-Winsted  
High School  
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STUDENT HANDBOOK & PLANNER**

**Dear Students and Parents:**

Welcome to Howard Lake-Waverly-Winsted High School. I welcome you to the new school year and I am very excited for what we have in store for you in this year's academic journey. On behalf of the whole HLWWHS staff, we believe that our school is a very special place which will provide you a great deal of opportunity to excel in arts, academics, and athletics as you make your way through this high school journey. We believe that every student deserves an excellent education and should be treated with respect and care, just as we would treat our own children. The development and support of positive relationships within the school-community is a core value we strive to achieve every day and hope to use those relationships to build upon our current and future successes.

There are several ways that you can ensure you maximize your time HLWWHS. As you look ahead and face the challenges of the school year, please remember these tips that we feel will assist you on your journey.

- 1. Set clear goals and expectations. (Short and long-term goals)**
- 2. Make your school work a priority and accept responsibility for your successes or setbacks.**
- 3. Participate and work to excel in as many academic and extra-curricular activities as possible.**
- 4. Begin and end every day with a positive attitude.**
- 5. Manage your time effectively.**
- 6. Build and cultivate positive relationships with your teachers and classmates.**

We will do all that we can to help each student in their pursuit of academic excellence and personal wellbeing. It is our goal that as our students leave HLWWHS, they leave with a profound sense of accomplishment and pride in what it means to be a Laker. We want all of our students to feel as though they are an important part of our school community and that they are honored and respected by our staff. On behalf of the entire Howard Lake-Waverly- Winsted High School staff, I welcome you to the 2022-2023 school year. Together we will continue our pursuit of excellence as one Laker family.

Sincerely,

Dr. Stephanie Kuehn, Principal



Howard Lake-Waverly-Winsted High School

Students, Teachers, Parents:

We wish to invite you to join us in making the HL-W-W Schools a source of pride. Our joint goal is excellence. We want to promote excellence in teaching, learning, school spirit, attitude and behavior.

We challenge each of you to develop positive plans for the promotion of excellence. Students, as your teachers lead this move to excellence, we ask you to actively support them. Decide to actively promote programs, school spirit, learning, and positive living. If we do we will be proud of our schools and enjoy working together. We will reap what is sown. Join us in this worthwhile undertaking.

Yours, in Laker Pride,  
Board Members

## FOREWORD

This handbook represents our guiding principles serving to help the students participate as a productive member of Howard Lake- Waverly-Winsted High School. It is not intended to be an anticipation of all situations that might arise, but a guide in which we strive to follow. Students are expected to use logic and adult decision-making when dealing with others and in situations in which they may find themselves.

Regardless of any provision in this handbook to the contrary, **administration** holds the right to determine appropriate consequences for violation of any provision/expectation in the policy.

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# HLWW Public Schools

## Mission:

“The mission of HLWW Public Schools is to prepare students for life by engaging them in meaningful learning experiences.”

## Goal Areas:

- **Literacy** – To understand that the key to success for an individual and our society is to be literate.
- **21<sup>st</sup> Century Technology** – To use and apply, in order to learn and achieve.
- **Social Emotional Learning** – To know and show what it means to be a LAKER.
- **Choice Readiness** – To believe that you can be whoever you want to be in the future.
- **Service to School & Community** – To show pride in where you come from through your words and actions.

## LAKERS are:

- **Learners**– Everything you do is an opportunity to learn to better yourself and others.
- **Accountable** – Set goals and follow-through.
- **Kind** – Practice compassion for the benefit of self and others.
- **Empowered** – Make an impact in all aspects of your life and in the lives of others.
- **Resilient** – Never give up and don't be afraid to ask others for help along the way

Motto: “Excellence through Education”

Hashtag: #LAKERProud

### **School Song**

*“Lakers out for victory  
Move right down that  
line!*

*Pass the ball around the (opposing team name)  
Basket/Touchdown sure this time, Rah! Rah!  
Rah!*

*Lakers out for  
victory Fight on for  
your fame!  
Fight Lakers, Fight! Fight! Fight!*

*To win this game, hey!*

*Rack 'em up!  
Stack 'em  
up! Let's  
Go!"*

## CONTACT PERSONNEL/EMAIL ADDRESSES

To Contact School Personnel Call (320)543-4600 Plus Extension

<u>Staff Member</u>	<u>Assignment</u>	<u>Extension</u>	<u>Email</u>
Dr. Stephanie Kuehn	Principal	4611	<a href="mailto:skuehn@hlww.k12.mn.us">skuehn@hlww.k12.mn.us</a>
Mr. Joe Puncchar	Activities	4612	<a href="mailto:jpuncchar@hlww.k12.mn.us">jpuncchar@hlww.k12.mn.us</a>
Mrs. Emily Holm	Guidance Counselor, Sexual Harassment	4309	<a href="mailto:eholm@hlww.k12.mn.us">eholm@hlww.k12.mn.us</a>
Ms. Tess Hatfield	Counselor	TBD	<a href="mailto:thatfield@hlww.k12.mn.us">thatfield@hlww.k12.mn.us</a>
Mr. Brad Ryan	Interventionist		<a href="mailto:bryan@hlww.k12.mn.us">bryan@hlww.k12.mn.us</a>
Ms. Sandy Stallmo	Attendance	4300	<a href="mailto:sandy@hlww.k12.mn.us">sandy@hlww.k12.mn.us</a>
Mrs. Michelle Johnson	Food Service Director	4615	<a href="mailto:mjohnson@hlww.k12.mn.us">mjohnson@hlww.k12.mn.us</a>
Mrs. Kayti Heber	Activities Secretary	4301	<a href="mailto:kheber@hlww.k12.mn.us">kheber@hlww.k12.mn.us</a>
Mrs. Noël Huggett	Counseling Secretary	4305	<a href="mailto:nhuggett@hlww.k12.mn.us">nhuggett@hlww.k12.mn.us</a>
Ms. Jolie Holland	District Nurse	4332	<a href="mailto:jholland@hlww.k12.mn.us">jholland@hlww.k12.mn.us</a>
Mrs. Tammi Thiemann	Health Office Assistant	4501	<a href="mailto:tthiemann@hlww.k12.mn.us">tthiemann@hlww.k12.mn.us</a>

### Daily HS Bell Schedule

#### 2022-23 High School Bell Schedule

Period	Class time
0	7:15 - 7:48
Warning Bell	7:50
1	7:55- 8:43
2	8:47-9:35
Advisory/Laker Time	9:39 - 10:06
3	10:10 - 10:58
4	11:02 - 11:50
5A	11:54 - 12:24 Lunch 12:28 - 1:16 5th Period
5B	11:54 - 12:42 5th Period 12:46 - 1:16 Lunch
6	1:20 - 2:08
7	2:12 - 3:00

# GRADUATION REQUIREMENTS

A total of 24 credits are required to graduate from Howard Lake-Winsted-Waverly High School.

Credits must be earned in the subject areas shown below:

LANGUAGE ARTS	4.00
SOCIAL STUDIES	4.00
SCIENCE	3.00
MATHEMATICS	3.00
PHYSICAL EDUCATION	1.00
ART	1.00
HEALTH	.50

TOTAL REQUIRED CREDITS 16.50

TOTAL ELECTIVE CREDITS 7.50

TOTAL 24.00

# GENERAL STUDENT INFORMATION

All students are responsible for carrying out the procedures concerning registration and scheduling which are outlined in the Student Handbook and the Registration Guide.

## ARRIVAL AND DEPARTURE

Students are requested to not enter the building before 7:00 A.M. unless they have special permission, or they are taking a “0” Period class. Students not involved in a planned activity must leave the building shortly after 3:00 P.M. Students who violate this will be viewed as loitering and be given the appropriate consequence.

## ACCESS TO TECHNOLOGY

For students who need access to computers outside of the instructional day, the following times are available: 7:15 a.m. – 7:55 a.m., Lunchtime, and after school from 3:00 pm – 4:00 pm.

## ASSEMBLIES

Assemblies and pep fests will be held in the gymnasium unless announced otherwise. Students will be seated by grade and must remain with their grade for the duration of the assembly. Students are expected to behave appropriately. Students not wishing to attend optional programs may report to designated areas.

## APPEARANCE AND STUDENT DRESS– “DRESS FOR SUCCESS”

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. When preparing your dress for the day, clothing should be based upon what would be worn in a professional retail environment, respectful of the community and patrons. **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. Below is a general guideline for student dress at HLWWHS. However, in all cases, the school administration reserves the right to determine whether clothing meets the “Dress for Success” standard.

### I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

### 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:
  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)
- C. Inappropriate clothing includes, but is not limited to, the following:
  1. 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).
  2. Clothing which bears a message with is lewd, vulgar, or obscene.
  3. Apparel promoting products or activities that are illegal for use by minors.
  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 connotes gang membership.
  5. Any apparel or footwear that would damage school property.
  6. Clothing Examples include but are not limited to the following: Joe Camel, Red Dog, Big Johnson, and Co-Ed Naked.
  7. 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.
- E. Face paint or masks are not to be worn during the school day. (Except on specialized days. Eg: Homecoming Spirit Days).
  - Face paint shall not cover more than 1/4<sup>th</sup> of the student's face.
- F. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory or profane.

### III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation of students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

*Legal References:* U.S. Constitution, First Amendment.

Tinker v. Des Moines Indep. Sch. Dist. 393 U.S. 503, 89 S. Ct. 733, 21

L.Ed.2d 731 (1969)

McIntire v. Bethel School, I.S.D. No.3, 804 F. Supp. 1415, 78 Educ.

L. Rep 828 (W.D. Okla. 1992).

Olesen v. Board of Educ. of sch. Dist. No. 228, 676 F. Supp. 822, 44

Educ. L. Rep. 205 (N.D. Ill 1987).

*Cross References:* MSBA Model Policy 506 (Student Discipline)

### BACKPACKS

Backpacks are to be in students' lockers during school hours unless individual permission is given by school administration.

### BEVERAGES

In school, students are permitted to consume pop/juice with the following limitations:

- Beverages kept in lockers should be in a **sealable plastic container**.
- The pop privilege is dependent upon responsible student use.
- **No pop or food is allowed in the classroom without teacher permission.**

### 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.

## **COMPUTER/INTERNET USAGE/CHROMEBOOKS**

Students will receive a copy of the district's computer and internet usage policy. Student and parent or guardian signatures will acknowledge that they know, understand, and will follow the policy. In addition, the school district provides a resource in which internet content is monitored and filtered in school and on school-issued Chromebooks. We however cannot guarantee that all inappropriate material will be filtered and stress the importance of parental guidance when students are online.

The distribution of Chromebooks to HLWWHS students is to serve as an extension of the classroom. All students will be issued a Chromebook at the beginning of the year. Personal electronic devices will not be allowed to be used at school for academic purposes. To issue a Chromebook, HLWW ISD #2687 requires that a signed copy of both the student-parent agreement and optional insurance form be on file with the district before taking possession of the property. Parents and students must always comply with the HLWW ISD #2687 Student-Parent Handbook and the HLWW ISD #2687 Student Handbook, Code of Conduct, including our Acceptable Use Policy. Failure to comply may cause the termination of student's rights of possession immediately, and HLWW ISD #2687 may repossess the loaned property.

Loss or Damage: If the Chromebook is damaged, lost, or stolen, you are required to report the incident as soon as possible. You will be responsible for any deductible as required by the student-Parent Chromebook Use Agreement. It is the responsibility of the student and family to recover or replace the lost or stolen Chromebook. If necessary, the district will involve the police to assist in the recovery using tracking systems designed to locate the property.

## **CONDUCT UNBECOMING OF A STUDENT**

The school board hereby authorizes that all rules and regulations governing students as stated in student handbooks, Minnesota State High School League publications and other posted notices shall apply to all students.

As a student participating in interscholastic activities at HLWW, I understand and accept the following responsibilities that are expected year-round:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

A student whose character or conduct violates the Student Code of Responsibilities or is suspended or expelled is not in good standing and is ineligible for a period as determined by the Principal/Activities Director or other designee.

## **CLOSED NOON HOUR**

There will be a closed noon hour in effect for students in grades 9 - 12. Students are not allowed to leave the commons area or the building. If it is necessary to leave the building, a leave school permit is required. Leaving the building at noon without a "Leave School Permit" is an unexcused absence. Students will not be allowed to go to their cars or the parking lot unless authorized by school office or administration.

## **DAILY BULLETIN/ANNOUNCEMENTS**

Announcements and a daily bulletin will be issued each day from the office during 1<sup>st</sup> block. This bulletin will contain announcements of the schedule changes, lost, and found, programs or any other announcements of interest to the student body. The bulletin will be available on the monitors throughout the building and via the intercom system.

## **DRIVING/PARKING**

Student drivers are expected to drive responsibly and safely. The HLPD and/or the Wright County Sheriff will be notified of persistent reckless driving habits and driving privileges may be revoked. No student will be permitted to drive during noon hour unless he/she has permission from the principal or is leaving on a work experience program or prior approval has been given. This rule applies to any motor vehicle. Driving a motor vehicle during noon hour will result in school consequences. All students will park their cars, motorbikes, and/or snowmobiles in the school lot or designated space. Vehicles that are parked on school property may be searched at any time.

**All student drivers will be expected to register their vehicle with the high school office and display a parking pass. Failure to register or display the parking pass could result in a loss of driving privileges.**

Parking for students will be in designated areas ONLY. Failure to follow this rule could result in a revocation of parking and driving privileges and/or the towing of the said vehicle.

## EMERGENCY DRILLS

Fire, tornado, and lockdown drills will be held periodically. Emergency procedures signs will be posted in each room. It is each student's responsibility to know the exiting and emergency procedures for all his/her classes.

## GYM AND WEIGHT ROOM USE AND SUPERVISION POLICY

The gym/weight room is available for student use when an approved adult supervisor is present in the room. (Adult supervision is to be approved by Principal or A.D.)

## HOME PREPARED FOOD POLICY

Howard Lake-Waverly-Winsted abides by State Health Department recommendations and regulations regarding the serving of food in school.

**Howard Lake-Waverly-Winsted prohibits the distribution and service of food items including treats, which are prepared in individual homes.** Food for classroom parties, or any occasion, must be purchased from a store which is subject to state food inspection regulation. All food to be shared with other students must be commercially prepared, pre-packed, unopened, and when possible, individually wrapped. This action is needed in order to take a firm preventative stand against the spread of germs and disease.

## LAW FOR 18-YEAR-OLD STUDENTS

The Minnesota State MSA 120.06 reads as follows: The board of education of any school district shall provide free educational services to any person between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age. This mandates that all students, **regardless of age**, must adhere to the policies of the school. For example: HLWW High School requires that students 18 years of age or older must provide parental verification for absences. It also means that no student, regardless of age, may use or possess tobacco products on school property.

## LATEX POLICY

School District buildings are latex restricted sites. No balloons or other latex products are permitted.

## LOCKERS

All students will be assigned a locker. Lockers will not be equipped with combination locks. Students will be issued locks. A five-dollar (\$5) fee for locks will be charged for locks issued by the school. Students are reminded never to keep valuables, such as money, jewelry, expensive clothing, etc. in the lockers. The school is not responsible for any lost or stolen items from lockers. Students are to remain in the locker to which they are assigned. Students are also responsible for the condition of their assigned locker and should report any malfunctions to the office. Writing on or in school lockers should be cleaned by the student or reported to the office. There is no disciplinary response if this cleaning is done within a day.

Excessive cleaning of locker damage to locker will be billed to the student who has been assigned that locker.

**School lockers are the property of the school district.** At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have reasonable suspicion that the searched 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 authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

## **LOCKER AND PERSONAL SEARCHES**

The Howard Lake-Waverly-Winsted School District wishes to create a climate in the schools which assures the safety and welfare of all. Equipment, such as lockers, belongs to the school district but students are allowed to use this equipment as a convenience. This school district insists that lockers be properly cared for and not used for storage of illegal items.

The following guidelines concerning lockers and personal searches will be followed:

1. A search of student's person will be limited to a situation where the administration has reasonable belief that the student is concealing evidence of an illegal act or school violation.
2. Dangerous items such as (firearms, weapons, etc.) and other items which may be used to substantially disrupt the educational process will be removed from the student's possession.
3. A general inspection of school properties including, but not limited to, lockers or desks may be conducted on a regular basis. Items belonging to the school, or another person will be seized.
4. All items seized may be returned to the proper authorities or the owner.
5. When an interview takes place in school (in relation to a locker search) by a law enforcement official or police, the student will be advised of his rights by the proper authorities, including the right to counsel and the right to remain silent.

## **LOST AND FOUND**

Report any lost personal property to the office immediately. If you find anything, you should turn it in to the office. Remember, it is your moral obligation to turn in found articles to the office so the rightful owner may be located if possible.

## **MEDIA CENTER EXPECTATIONS AND GUIDELINES**

1. Passes presented to check out desk when entering library.
2. The Media Center is a work area.
3. All library materials leaving the stack area must be checked out at that time.
4. All library materials leaving the library must be checked out.

## **PICTURES**

All students must have their picture taken for student ID cards and a photo directory for school use. Hats, sunglasses, etc. are not permitted for school photos. Picture packages are available to purchase.

Pictures of students will be taken and used in the literature and events that promote the school and/or school district. If you do not want your son or daughter's picture used in this manner, you must contact the High School principal. Any pictures taken on school grounds or at High School events are the property of the school and could be used to promote the school and/or school district.

## **POST SECONDARY VISITS**

Students, during their junior (2) and senior (2) years, will be excused for a total of four (4) post-secondary visits. One of the visits will be during the junior year at a college fair. Students are encouraged to visit schools over MEA break and other non-school times. Visits made during school time need to be scheduled weeks in advance through the counselor's office so that appropriate accounting measures can be made. Last minute requests for school visits will be denied.

## STUDENT FEE POLICY

The purpose of charging fees for participation in some extracurricular activities is necessitated by the need for additional funds to operate our program of activities so that our resources allocated for the required and elective curricular programs are not seriously decreased.

Extracurricular activities are defined as non-credit activities conducted, for the most part, outside of class hours and wherein the content of the activity is determined by the student participants with the guidance of staff members and wherein most of the costs, except for salaries and the use of school facilities, are outside of the curricular budget.

A consistent and well-organized program of varied extracurricular activities for students shall be provided under the direct supervision of the school. Each activity shall be selected for its educational value. Student interest and participation shall be considered in the establishment or continuance of activities.

Fees shall not be charged for those activities where their imposition would seriously reduce or eliminate participation. If it becomes necessary to reduce student participation or eliminate an extracurricular activity, parents and students who supplement the programs with student activity fees shall be informed as early as possible.

### PROCEDURES

#### Fee Collections

1. All fees shall be collected by the athletic director or the appropriate supervisor/adviser/coach for sports, cheerleading, drama, speech, Knowledge Bowl, and Jazz Band, as part of the process of collecting eligibility forms. **All fees are to be paid before the first scheduled contest of each activity.** or students will not be allowed to participate.
2. **Waiver of Fees:** Students unable to pay the fee will not be denied the right to participate. Where there is undue hardship, students who feel they qualify should apply to the athletic director on the waiver of fee form (form JNA). Students who qualify for a waiver of fee will have some school jobs assigned. Minimum wage will be used to determine hours of work.
3. **Refunds of Fees:** Refunds of fees paid will be considered according to the following schedule:
  - a. Injury or Illness - up to the first contest, but the medical reason must be certified by the doctor.
  - b. Transfer to another District - up to the first contest.
  - c. Cut from Squad by Coach - up to the first contest.
  - d. Student Quitting Sport/Activity - no refund.
  - e. With the first contest or public appearance, no refunds will be made for any reason since the benefits of the sport/activity will have accrued (to the amount of the fee) to the student.
  - f. The selection of a tournament squad after a full season's participation is not a "cut from squad."
4. Manager of a team is not expected to pay a fee.
5. Drama and Speech: those who audition and are chosen to participate will be expected to pay the fee. This shall include actors only.
6. Records: A list of all paid fees will be maintained.

## STUDENT PASSES

All students must have a pass when in the halls during class periods.

Classroom and study hall teachers will issue a bathroom and/or locker pass only when necessary. They will not issue a student a pass to go see another teacher unless it is at the direct request of the teacher.

Student office workers and teacher aides will be required to wear name tags.

## SCHOOL ACTIVITY HOURS

No school activities of any kind should be held after 10:00 P.M., especially on school nights. Monday through Thursday nights are considered school nights. No school activities will be permitted on Sundays except for graduation. Wednesday night is Family Night. No school activities are to be held after 7:00 P.M. on this night.

## SCHOOL CLOSING

Official announcements concerning changes in the school day due to inclement weather will be distributed through email, social media, the HLWW District Webpage, and aired over WCCO-AM (830) and major local television stations. Parents are encouraged to visit the school district website and watch for information of school closings, late starts, and early dismissals.

## **SIGNS**

Prior to posting any non-High School sign, advertisement, meeting, bulletin, banner, etc. in school, students must attain permission from the principal. Schools may not promote private enterprise or certain church related events. Please check with the office before you post signs.

## **STUDY HALL REGULATIONS**

1. Each student shall be assigned a desk.
2. Students shall remain seated until roll is taken.
3. Students can go to the Media Center only when accompanied by a teacher.
4. Students wishing to go to another room should have a pass signed by the teachers they wish to see or work for. Study hall teachers will not give passes to go places other than lockers and lavatories.
5. Speaking will be kept at a minimum at the discretion of the study hall teacher.
6. Study halls are for study. Make sure that you have textbooks or library books to last the period.
7. Respect the classroom and area that are being used for study hall.
8. Classroom and study hall students are to be excused only at the bell ending the period.

## **TEXTBOOKS/CHROMEBOOKS**

The Board of Education loans textbooks/Chromebooks for free to all students. The student/parents/guardians oversee and responsible for proper care and return of all materials issued to him/her/their student. These items should be covered to insure protection against undue wear. At the end of the school year fines will be assessed against students whose books show abuse or use beyond normal wear. Students with unpaid classroom fines may not be allowed to participate in school activities up to and including graduation ceremonies.

An amendment to Minnesota Statutes provides schools may charge for lost or destroyed textbooks, workbooks or library books or other school owned materials. The school will charge an appropriate replacement fee for such losses.

## **VISITORS**

Visitors are welcome at Howard Lake-Waverly-Winsted High School. They must register and be approved by the principal and the teacher who they are visiting prior to the start of school the day. However, on the last day of each quarter, the last day before a vacation, and the last week of school, visitors will not be allowed in the building. "New Students" visiting will be handled through the Counseling Office. Friends or significant others will not be allowed to "have lunch" or attend class with HLWWHS students.

**Students are not to bring other student guests during the school day or during the lunch hour.**

Full-time PSEO students must sign in the front office and may have access to the media center, attend scheduled appointments, but must obtain administrative permission to attend lunch or other in-school events.

# ACADEMICS

## GRADUATION REQUIREMENTS

1. A total of 24 credits are required to graduate from Howard Lake-Winsted-Waverly High School.

Credits must be earned in the subject areas shown below:

LANGUAGE ARTS	4.00
SOCIAL STUDIES	4.00
SCIENCE	3.00
MATHEMATICS	3.00
PHYSICAL EDUCATION	1.00
ART	1.00
HEALTH	.50

**TOTAL REQUIRED CREDITS** 16.50

**TOTAL ELECTIVE CREDITS** 7.50

**TOTAL** 24.00

2. Meet College and Career Readiness Standards through Ramp-Up to Readiness Advisory Program.

## ALTERNATIVE LEARNING PROGRAM (ALP):

Howard Lake Waverly Winsted School District offers another option for those students who are “At Risk” of graduating on-time. **The State of Minnesota has set forth a series of specific criteria that must be met to enroll.** For more information about enrollment into the ALP program, please see the high school counselor to see if you or your student qualifies. Students enrolled in the ALP program still fall under attendance and State and district graduation requirements as found at the beginning of this handbook. When graduation requirements as set forth by the HLWW School District are met, the student is then eligible to graduate and “walk” with the students during the graduation ceremony that year. Students enrolled in the ALP program are considered “students” of HLWW #2687 and will be subject to all requirements and opportunities as all HLWW students.

## COMMENCEMENT PARTICIPATION REQUIREMENTS

Students enrolled at HLWW or other approved programs in District 2687 need to have earned 24 credits by the end of the second semester to be eligible to participate in the commencement ceremony.

Participation in the commencement ceremony is a privilege, not a right. Students must be in good standing upon completion of the school year.

# GRADING

## GRADING POLICIES/PROCEDURES

1. **Semesters:** Each school year is divided into two (2) eighteen-week periods. At the mid-term period of each semester, notices will be sent to parents if the student is failing or is working considerable below his or her ability level. Teachers will issue a grade for the course at the end of the semester. Successful completion of the semester course will result in the student earning the appropriate credit for the class. Failure of the semester will result in zero credits granted to the student for that class.
2. **Class Syllabus:** Teachers will hand out a class syllabus at the beginning of each Semester explaining class procedures, expectations, and grading policy.
3. **Report cards:** These can be found online at the end of each nine-week period. If you would like a hardcopy of the grades mailed home, please contact the counseling secretary.
  - A. **Contents:**
    1. Grade for each class
    2. Attendance for each class
    3. Appropriate comment for each class is available
  - B. **Type of Grades:**
    1. A - For outstanding work
    2. B - For above-average work
    3. C - For average work
    4. D - For poor but passing work
    5. F - Fail
    6. I - Incomplete
4. **Incompletes:** An incomplete should be made up by the student before the end of the second week of the next marking period. Extended absences may demand more make-up time. Failure to make up an Incomplete by the end of the 2<sup>nd</sup> week will result in an F grade for the class.
5. **Grading:** Grading in grades 9-12 will be as follows:
  - a. The final grade will be the end of the semester grade including final exam grade.
  - b. A student receiving an "F" in a required course will be required to repeat that **semester** and receive a passing grade to gain credit in the course.
  - c. In AP and CIS classes only, weighted grades will be used. A 4.5 GPA scale will be used to assist in calculating a student's GPA.
6. **Finals**
  - a. Finals will be given during the last week of the semester (Finals Week), typically the last 2 days of the week.

## HONOR ROLL (SEMESTER)

For Students to attain the **A Honor Roll** at Howard Lake-Waverly-Winsted, they must have at least an average of **3.667**; to make the **B Honor Roll** they must have at least an average of **3.000**. Averages are computed by adding the numerical values of each letter grade and dividing by the total number of classes for which a student is receiving a letter grade. **You must earn a 3.00 or above for the semester to be invited to the Honors Breakfast and earn points for an Academic Letter.**

**GPA Conversion Chart**

Grade	Standard Grade GPA	Weighted Grade GPA*	Grade	Standard Grade GPA	Weighted Grade GPA*
A	4.0	4.5	C	2.0	2.5
A-	3.667	4.2	C-	1.667	2.2
B+	3.333	3.8	D+	1.333	1.8
B	3.0	3.5	D	1.0	1.5
B-	2.667	3.2	D-	.667	1.2
C+	2.333	2.8	F	.000	0.00

\*Weighted grades in CIS and AP Classes only

## ACADEMIC LETTERING

Students at Howard Lake-Waverly-Winsted will be recognized for Academic excellence by receiving an academic letter. There are two avenues to letter academically at HLWWHS.

### 1. Cumulative Yearlong Grade Point Average

- Students that earn a set cumulative grade point average over the course of a single year can earn an academic letter. The required G.P.A. is as follows for each grade level:

9 <sup>th</sup> Grade:	3.85
10 <sup>th</sup> Grade:	3.80
11 <sup>th</sup> Grade:	3.75
12 <sup>th</sup> Grade:	3.70

### 2. Point Accumulation

- Each Semester of Honor Roll attainment is worth one (1) point towards lettering. To be awarded a letter a student must accumulate five (5) points. If a student who starts as a ninth grader and makes the Honor Roll every Semester (a semester is first and second quarter or third and fourth quarter), he or she could be awarded a letter by the end of the first semester of his/her junior year; this is five (5) consecutive semesters of making the Honor Roll. For every following semester of making the Honor Roll, a student will receive a bar to go under the emblem.

## NCAA/MIAC GUIDELINES

Students who plan to participate in college level athletics should be aware of academic and test score requirements for eligibility. Check with your Guidance Counselor to confirm that you will meet eligibility. The NCAA also requires a Clearinghouse form, to be filed **early during the senior year** – (Suggested Completion Date: September 30<sup>th</sup>)

## STUDENT REGISTRATION/SCHEDULE CHANGES

Registration will normally be conducted in early February for the next school year. Students are asked to consult parents, counselors, homeroom advisors and/or teachers to make appropriate and responsible choices about their education.

The high school master schedule and staffing is determined by the registration process. For this reason, requests for schedule changes after registration become difficult to accommodate.

**Students must make any class changes by established date prior to the start of the semester.**

Requests will be reviewed by the guidance department and administration. Scheduling of students in required courses will be of highest priority.

The administration reserves the right to make changes in schedules when it is determined to be in the best interest of the overall school program. Course availability is subject to minimum course enrollment.

## PARENT TEACHER CONFERENCES

Parent teacher conferences are scheduled throughout the school year. Most fall around the mid-way point of each quarter.

Parents/guardians are encouraged to connect with teachers by calling the school (320-543-4600) or by emailing the teachers through the school website.

## POST SECONDARY ENROLLMENT OPTIONS (PSEO)

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, [visit the Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\) webpage](#).

## VALEDICTORIAN/SALUTATORIAN REQUIREMENTS

Each year, senior students with the highest academic achievements (valedictorian) and the 2<sup>nd</sup> highest academic achievements (salutatorian), as determined by the cumulative Grade Point Average earned from Grades 9 - 12, are recognized and honored at the graduation ceremonies for their dedication and commitment to academic excellence. These students have traditionally challenged themselves academically by electing to pursue the most rigorous course offerings available. Therefore, any student who wishes to earn the title of "Valedictorian" or "Salutatorian", will be required to have taken a combination of a minimum of two Advanced Placement (AP) courses or College in the Schools (CIS) courses during their high school years.

### **Graduation Honor Status:**

There are 3 levels of graduation honors.

*Summa Cum Laude:* GPA of 3.9 and above *Magna Cum Laude:* GPA of 3.76 to 3.89 *Cum Laude:* GPA of 3.5 to 3.75

# STUDENT ATTENDANCE POLICY

The school board, the principal, and the entire teaching staff at HLWW believe that regular school attendance

- is directly related to the academic success of the students,
- benefits students socially, and
- establishes habits of dependability important to the students' future.

Regular attendance is the responsibility of the students, their parents (or guardians), and the school. By not attending school on a regular basis, students will lose the benefits of continuous instruction. Absences will be excused only under justifiable circumstances and those allowed by law. **What may be considered excusable from a personal viewpoint may not be excusable from an educational viewpoint.** Most personal matters can be taken care of before or after school or on weekends. The purpose of this policy is to encourage regular school attendance and is not intended to be punitive. At any point in time, the school or school district may require a parent/guardian to provide written documentation from a licensed physician stating that the student cannot or could not attend school during specific dates.

A student ***must be in school by 10:00 a.m. to practice, play, or perform that day.*** Extenuating circumstances must be approved by an administrator. Students who leave early must have a medical note confirmed by a doctor, or their absence must be approved by a building administrator, in order to practice, play, or perform that day.

**All students who participate in an activity will be given a copy of District 2687 Eligibility/Chemical Use Policy for MSHSL Activities by their advisor/coach.**

## Parent/Guardian's Responsibility

Minnesota State Statute (120A.22 COMPULSORY INSTRUCTION) requires that every child between 7 and 17 years of age must receive instruction. Therefore, the parent is the primary responsible party for assuring that the child acquires knowledge and skills that are essential for effective citizenship. It is also the responsibility of the parent to inform the school in the event of a student absence, and to work with the school and the student to solve any attendance problems that may arise. If your student is absent, it is the parent's responsibility to call the Attendance Desk at 320-543-4600.

## Student's Responsibility

It is the student's right and responsibility to be in school. Students are also responsible to be aware of and follow the correct procedures when absent from an assigned class or study hall. Students are responsible to request any missed assignments due to an absence.

## Teacher's Responsibility

It is the teacher's responsibility to take attendance each period and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments in a timely manner.

## Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes and study halls. The administrator will be familiar with all attendance procedures and apply the procedures uniformly to all students. It is the administrator's responsibility to inform parents of attendance issues and work cooperatively with them to solve attendance problems.

## PROCEDURE FOR REPORTING ABSENCES

To report an absence, please call the Attendance Desk at 320-543-4600 and explain the student's absence as soon as possible on the morning of the absence. If an extended absence is expected (3 or more days), parents should request that homework be provided for the student. If the homework is requested early in the day, it will be ready to be picked up by the end of the day.

Parents, please send a signed note with the student upon returning to school. The note must be brought to the office before 8:10 AM. The student will be provided with a re-admittance slip.

Students must present the re-admittance slip to each teacher at the beginning of the hour to receive their make-up assignment. Each student will be allowed two days to make up work for each day of excused absence.

## ATTENDANCE CATEGORIES

- **EXCUSED**
- **UNEXCUSED**
- **EXEMPT (AUTHORIZED/SCHOOL SPONSORED ABSENCES)**

### EXCUSED ABSENCES

⌘ *Excused absences include any absence not listed as authorized/school sponsored and unexcused absences. Excused absences **count toward the “excessive attendance policy.”***

Valid Causes for absences are:

- Personal Illness or serious family illness
- Court related actions
- Extreme family emergencies (as approved by school administration)
- Military Leave per active duty
- Family Vacations (limited to 5 days per year) \* (These are to be used for approved family vacations. No other reasons will be accepted.)

\*Based upon conditions of “Pre-Arranged Absences”: Prior approval must be determined by school administration or the attendance committee. Make-up work, whenever possible, must be done in advance and will be due on the day of return to school. (Please schedule family vacations during the school breaks.)

- **Students will be given 2 days for every 1 day of missed school to complete and turn in assignments**

### **Exempt (Authorized/School Sponsored Absences)**

⌘ *Authorized/School Sponsored Absences **do not count toward the “excessive absence” policy** and include only the following special circumstances:*

- Religious holidays/instruction (not to exceed 3 hrs. per week) with prior approval\*
- Funerals of family, close friends, or close relatives
- School Suspensions (In and Out-of-school)
- Medical emergencies or appointments **ONLY accompanied by documentation bearing the doctor’s name, phone number, time, and date of appointment.** Parents are encouraged to arrange appointments during non-school hours.
- College Visits: Must be prearranged with the guidance counselor and teachers. Juniors are allowed 2 1- day visits during the school year. One visit will be in attending the college fair and the other is at the discretion of the student. Seniors are allowed 2 1-day visits also. Students are encouraged to schedule college visits during the numerous school breaks that are allowed throughout the year. (To receive “Exempt” status, students need to complete and the needed documentation to the HLWWHS Attendance/Counseling office
- **Students will be given 2 days for every 1 day of missed school to complete assignments.**

### **Unexcused Absences**

- Unexcused absences are defined as absence from school for any period of time without knowledge of the parent and/or authorization from the office, or without adequate reason. Parents may have given permission for the student to be absent, but the school may not deem the absence to be excused. Examples of unexcused absences include:
- *Unexcused absences will result in a student not receiving credit for work turned in, assigned, or graded on the day of the absence. Students may request work that they have missed. Credit for missed assignments may be up to 50% at the discretion of the classroom teacher. Unexcused absences **count toward the “excessive absence” policy** and include the following:*
  - Skipping class
  - Oversleeping
  - Missing the bus
  - Babysitting
  - Work
  - No ride to school
  - Arriving 10 minutes or more late for a class period without receiving prior written permission (Pass)

- Not following proper procedure for reporting/documentation of absences
  - Truant
  - Removed from class and does not immediately report to the office
  - Forges a note, pass, or phone call from a “teacher” or “parent”
  - Vacation after use of 5 days per year
  - Any absence not included in the excused/exempt absences
- Unexcused absences will be dealt with as follows:
    - 1st truancy - Student will be required to meet with a principal or designee and a letter will be sent home. An hour of detention will be assigned.
    - 2nd truancy - An hour of detention will be assigned.
    - 3rd truancy - Student will be assigned ISS for 1 day.
    - 4th truancy – 6<sup>th</sup> Truancy- Student will be assigned ISS for 3 days.
    - 7th truancy - the administration will begin proceedings for the loss of academic credit in the class or classes from which the student has been absent as outlined by our Absence Limit Policy

## **10 Absence Limit Policy**

- o Students will not exceed 10 absences per semester in any class period. All excused and unexcused absences will count towards the “10 Absence Rule.”
- o On the 10<sup>th</sup> semester excused or 7<sup>th</sup> semester unexcused the absence for any class; the student could be placed on a pass “P” or No Credit “NC” status in the class. This affects the student as follows:
  - ⊗ If a student completes C- or better work for the rest of the semester **and has a final semester grade of C- or better, a grade of “P” will be given due to the excessive absences within the class.** The GPA weight will be 0.00 for pass. A student cannot earn a higher GPA/Grade for that class.
  - ⊗ If a student earns a D+ or lower for the remainder of the semester or if the final semester grade is lower than a C-, a grade of No Credit “NC” will be given. The GPA weight will be 0.00.
- o Students who transfer or enroll after the beginning of the semester will have the “10 Absence rule” prorated.
- o **Physical Education Component:**
  - ⊗ Students enrolled in PE who choose not to participate will receive an unexcused absence that will count toward the “10 Absence Rule” in PE. Parents will be notified of this each time it occurs through PE teacher/attendance office contact.
  - ⊗ Students who are on a PE medical waiver must attend the study hall that they have been placed in. Non-attendance at the study hall will count towards the “10 Absence Rule” in their PE class.

## **Grouped Absences**

- o Absences related to a student’s personal illness can be grouped after the school receives the appropriate documentation from a licensed physician. For example, if a student accumulates two or more absences because of an illness and the appropriate documentation is sent to the attendance office, the absences will be grouped and count as **one** absence towards the 10-day absence rule.

## **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.

## **Absences after 10-Day rule**

- o Each absence after the 10-day rule will be recorded as unexcused. Students with unexcused absences will receive no credit for work assigned or completed on those specific days. Unless students produce official documentation of an appointment to the Assistant Principal/Dean on the day they return to school, (i.e., doctor/dental appointment card, court papers, etc.) the absence will be marked unexcused.

## **Parent Notification**

- o On the 3<sup>rd</sup> accumulated absence, school administration will notify the student and the parents via letter that their student has 3 absences from said class period.
- o On the 5<sup>th</sup> accumulated absence, school administration will notify the student and parents via phone call and letter.
- o On the 8<sup>th</sup> accumulated absence, school administration will notify the student and parents via certified mail.
- o On the 10<sup>th</sup> absence the principal/ school administration will contact the student and parents via phone/email/letter requesting a meeting to discuss the attendance and possible loss of credit of the class. This meeting is required prior to the loss of credit.

## **Excessive Attendance Policy Appeal Procedure**

- o Any parent or student that would like to appeal student attendance under the excessive absence policy must contact school administration between the 7<sup>th</sup> and 10<sup>th</sup> absence. A meeting must be held with the School Attendance Review Board (SARB) (Principal, Behavior Interventionist, AD, attendance/truancy officer, counselor, county social worker, attendance secretary, and school nurse) regarding the appeal.
- o Documentation/evidence must be presented to the SARB regarding student absences and why they should be exempt.
- o Written response will occur within 10 school days regarding request.

## **TRUANCY**

In the State of Minnesota, all children should attend school until the age of 18 and must attend school until the age of 17. Minnesota Stat. 260C.007, Subd. 19 defines a “habitual truant” as a child under the age of 16 years who is absent from attendance at school without lawful excuse for one or more class periods on five school days, and the child who is 17 years old and has not lawfully withdrawn from school. “Continuing truant” is a child under the age of 17 years who is absent from attendance at school without lawful excuse for three or more class periods on three school days, and the child who is 17 years old and has not lawfully withdrawn from school.

# HEALTH SERVICES

Students who need to see the nurse should check with one of the high school secretaries if the nurse is not in her office. If it is an emergency the secretaries will try to locate the nurse or call 911 if necessary. If it is not an emergency the student should write his or her name, the time of day, the main concern, and if possible, return promptly to class. The nurse will contact the student as soon as possible regarding the concern.

Absence from class will not be excused if the student has not checked in with the nurse or secretary.

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 high school office.

## **ORAL MEDICATION PROCEDURES**

### **POLICIES AND PROCEDURES RELATED TO HANDLING AND ADMINISTERING ORAL MEDICATION IN SCHOOL**

It is the recommendation of the Department of Health and the Department of Education the school personnel should not dispense aspirin or other over-the-counter medication to students.

Whenever possible, parents should be encouraged to make alternative arrangements so that it is not necessary for school personnel to administer a medication to a pupil during school hours. However, when a child's health could be jeopardized by not getting the medication to the pupil during school hours, it is recommended that the school nurse or a staff person under the supervision of the school nurse be designated to administer prescribed medication. At no time should pupils bring unidentified or unauthorized medications to be administered by school personnel.

## **PRESCRIPTION MEDICATION PROCEDURES**

### **THE FOLLOWING PROCEDURES PERTAIN TO PRESCRIPTION MEDICATIONS TO BE ADMINISTERED TO PUPILS DURING SCHOOL HOURS:**

1. Pupils requiring medications at school should be identified by parents and physician to the school nurse, teacher, and/or other school personnel.
2. A written prescription will be required of the family physician, who should indicate the necessity of administering the medication to the pupil during school hours.
3. Parents should request and authorize the designated personnel to administer the medication so prescribed by the physician. Authorization forms are available through the office, must be signed by the parent or guardian and renewed annually.
4. The physician should then be requested by the parents to prescribe duplicate bottles of the medication. One bottle should be kept at home and the other at school under the care of school authorities. Both bottles should contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, the medication, and dosage to be given. Taking the dosage should be supervised by the school nurse or other person designated in the school policy, at a time conforming to the physician's indicated dosage schedule.
5. A private list of pupils on medication during school hours should be kept in the school nurse's or principal's office giving the medication, dosage and time given. The person giving the medication should sign his/her name on the list after administering the medication.
6. Medications should be stored in a safe appropriate place, with restricted access by designated school personnel.
7. In-school support group: Peer Helpers, Chemical Dependency Counselor.

# STUDENT ACTIVITIES

## STUDENT COUNCIL (STUCO)

The Student Council represents the student body in the betterment of Howard Lake-Waverly- Winsted High School. They also serve as a connecting link to bring about a closer relationship between the students and the administration. Concerns of the student body should be heard by the Student Council, which in turn brings the problem to the principal. If the Principal is unable to render a satisfactory decision, an appeal may be made to the Superintendent, who in turn may request a hearing by the School Board.

The Student Council is a legislative body. It assists with the chartering of all new clubs and sponsoring the student activities within the school. The Student Council is responsible for the Homecoming and Snowfest activities.

This organization will strive to do anything that will be beneficial to the general welfare of the school and is a member of the National and Minnesota Association of Student Councils.

## MINNESOTA HONOR SOCIETY (MHS)

Membership in the National Honor Society is both an honor and a responsibility. Any member, who fails to maintain and uphold The National Honor Society standards, will be dismissed by the Society and not allowed readmission. Eligibility is open to all students in grades 10, 11, and 12 who maintain a minimum grade point average of 3.333 or a B+ or better average. Students are evaluated by the entire high school faculty, and final selection for membership is done by a faculty council. This council consists of five high school faculty members representing the different departmental areas.

The four qualifications for membership are: Scholarship, Service, Leadership, and Character. These are the qualities which make an honor student.

## OTHER HLWWHS ACTIVITIES

HLWWHS offers a variety of activities designed to enhance the school experience for the students. These activities are run and supported by the Activities Department.

- Baseball
- Basketball
- Cheerleading
- Cross Country
- Football
- Golf
- Gymnastics
- Softball Track  
& Field
- Volleyball
- Wrestling
- Band
- Choir
- Clay Target
- Drama
- KLKR Broadcasting
- Knowledge Bowl
- National Honor Society
- Speech
- Student Council
- Visual Arts
- Yearbook

# SCHOLASTIC ELIGIBILITY POLICY

## Currently under review – this will be adjusted for 22/23

Student eligibility is based on academic success as well as a commitment of the participants to follow the high school league behavior rules. To be eligible to participate **students must receive passing grades in all classes and must be making satisfactory progress towards an on-time graduation.**

1. Any student receiving one or more failing grades at mid-quarter or quarter break is ineligible for a minimum of one week. In that week the student cannot participate in contests.
2. At the end of the first week the student will submit an "eligibility slip" and every week thereafter, until the end of the marking period verifying eligibility. Eligibility slips are due by noon the last day of the academic week to be able to compete the following week. Eligibility slips will be turned in to the activities director.
  - a. Students that submit slips with passing grades from all teachers are allowed to play the next week (beginning Monday).
  - b. Students still failing continue to be ineligible. Students who do not submit slips on time are also ineligible.
  - c. After the initial first week, grades are checked weekly placing the emphasis on sustaining academic improvement. If the student is not passing for the week, he/she becomes ineligible for that week until an "all passing" slip is submitted.
3. Students can move from eligible to ineligible on a weekly basis between mid-quarter and the end of the quarter as well as between quarter-end to the next mid-quarter, depending upon their weekly grade progress.
4. Students will start each school year based on their last quarter grades. There is a carryover of failing grades from one school year to the next. However, since fall athletes (Football 9-12, Volleyball 9-12, Cross Country 7-12, Cheerleading) start three weeks before school starts, those academically ineligible from the spring have no chance to make up their failing grades. Therefore, the following contest ineligibility will be followed. (Students could do credit recovery if summer school is available within the district.)
  - \*\*Cross Country – 1 meet.
  - \*\*Volleyball – 1 game.
  - \*\*Cheerleading – 1 game at beginning of season.
  - \*\*Football – 1 scrimmage *or* 1 game at the beginning of the season, whichever is first.

*Note: Cross Country & Volleyball can have MSHSL competitions starting at the end of the 1<sup>st</sup> week. Football can't have a MSHSL game until the end of the 3<sup>rd</sup> week.*

## II. ACADEMIC ELIGIBILITY--INCOMPLETES

Students receiving an incomplete at the end of marking period will remain eligible.

1. Students have ten school days after the end of the marking period to convert their incomplete to a letter grade.
2. After the 10-day period if the student does not complete the course, the incomplete is changed to an "F" and the student is ineligible as set forth in item I.

## III. ACADEMIC ELEGIBILITY--EXCEPTIONS

Any student enrolled in the Special Education program will be considered on an individual basis. Students must be making progress towards graduation.

1. A committee formed of the activities director, principal, guidance counselor, case manager, and instructors will decide if the student is working up to his or her ability and making progress.
2. This committee will determine eligibility status.

## IV. ACADEMIC ELIGIBILITY—PARTICIPATION

1. A student who is declared ineligible will be expected to participate in all practice sessions during the period of ineligibility.
2. A student who is declared ineligible will not participate in any competition or exhibition during the period of ineligibility.

# SPECTATOR BEHAVIOR POLICY

**Attendance at extra-curricular activities either at HL-W-W or at our opponent's school is an extension of our school day and all student behavior problems will be addressed. Any students causing problems or promoting poor behavior (home or away) may result in termination from attending any more extra-curricular activities for that sports season. The Wright County Conference Schools have met and agreed to ensure fighting, obscene language, harassment (fans and players), and unsportsmanlike behavior will not be tolerated at any host school. Students involved will be identified and dealt with at their home schools the following day.**

# EXPECTED STUDENT BEHAVIOR

## GENERAL STATEMENT OF BEHAVIOR POLICY

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

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

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

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience.

## SCHOOL DISCIPLINE/CHAIN OF COMMAND

The Chain of Command shall be as follows: Student, Teacher, Behavior Interventionist/Principal Designee and/or Principal. The principal will address or direct to the appropriate personnel.

When corrective actions taken by the classroom teacher have failed or the rule infraction is of serious nature, the incident shall be referred to the Principal/Activities Director/Dean of Students for investigation and appropriate action. The severity of the consequences applied by the Principal/Activities Director/Dean of Students depends upon three factors: 1) the seriousness of the offense, 2) the previous disciplinary record of the student, and 3) discretion of the administrator.

A record of each violation, as well as the level assigned, will be maintained for the school year. Student violations may result in a conference, detention, removal from class, suspension, or expulsion.

Administration reserves the right to make and implement disciplinary decisions as needed.

## ALCOHOL/DRUGS

The possession or use of drugs, paraphernalia, or alcohol by minors, is a serious violation of state laws and punishable by fines and/or imprisonment. Violators will be reported to the proper authorities. Students who consume, sell, give away, or have possession of drugs, paraphernalia, or alcohol, or under the influence of, on school property or at school-sponsored activities, will be suspended from school for a minimum of five days. All illegal substances and related items will be confiscated. Before the student can be readmitted to school, a conference consisting of parents, student, and the principal will be arranged to determine the best course of action for the student and the school.

If exclusion or expulsion is recommended, it will follow state law. In addition, principals may send a student home with their parents when the principal suspects (via smell, action, or appearance) that a student has used drugs/alcohol. Our goal is to act in a manner that is in the best interest of the student.

**Chemical use policy copies are available in the high school office and in the district office. (Refer to policy # 417)**

## **ASSAULT**

1. A threat of bodily harm or death to another person without material physical contact. The student will be suspended from school for up to ten (10) days.
2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the receding section of this policy dealing with “weapons.”
3. Students who engage in fighting will be suspended from school for up to ten days.  
These are students who could have removed themselves from the conflict.
4. Direct attack with a weapon (see above).
5. Direct attack on another person: The student will be suspended from school for up to ten (10) days.
6. The Student Resource Officer may be involved in assault cases.

## **CHEATING**

Students who have been determined to have plagiarized or cheated on either their daily work or tests will be given a zero for the work involved. Classroom teachers directly involved with the violation will notify the parent/guardian of the violation as soon as possible. Teachers will also report the situation to an administrator.

## **CONDUCT IN THE HALLS**

FOR THE SAFETY OF EVERYONE, PLEASE OBSERVE THE FOLLOWING RULES IN THE HALLWAYS:

1. WALK – Running is dangerous.
2. NEVER – Push or shove anyone. “Horsing and/or goofing” around can cause injury to students. This behavior will not be tolerated.
3. Physical Affection will not be tolerated as it is inappropriate in a school setting.

## **DAMAGE TO SCHOOL PROPERTY**

Subdivision 1. Aggravated criminal damage to property. Whoever intentionally causes damage to physical property of another without the latter’s consent may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$5,000, or both, if:

1. The damage to the property caused a reasonably foreseeable risk of bodily harm; or
2. The property damaged belongs to a public utility or a common carrier and the damage impairs the service to the public rendered by them; or
3. The damage reduces the value of the property by more than \$300 measured by the cost of repair or replacement, whichever is less.

Subdivision 2. Criminal damage to property. Whoever intentionally so causes such damage under any circumstances is guilty of a misdemeanor.

Restitution by students for damaged property is the policy of this school district.

## **FIGHTING**

Fighting is defined as verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated. Students fighting will be dismissed from classes and suspended from school.

## **HAZING**

Engaging in any behavior which constitutes “hazing” is a violation of this school discipline policy and may subject the student to discipline including suspension and expulsion. Hazing means doing something or making another student do something that creates a risk of harm to a student for the student to be initiated into or affiliated with a student organization. “Hazing” is a violation of school policy regardless of time or place it occurs.

## **LANGUAGE**

No disrespectful or foul language will be tolerated in the school, on school property, or at any school function.

## PLAGIARISM

Plagiarism is the intentional or unintentional use of another person's words or ideas without giving proper credit to that person. When students complete writing assignments, it is important that they be aware of plagiarism issues. Plagiarism includes all of the following:

- Turning in a paper that the student didn't write (often downloaded from the internet)
- Using smaller bits of information from the internet (cutting and pasting) without giving credit.
- Copying another student's paper/work (hardcopy form and digitally)
- Writing a paper that uses other outside sources without giving credit to those sources

If the student is deemed guilty of plagiarism, the student may not receive credit for the assignment. Depending on the scope of the assignment, this may put the student in danger of failing the course. It is the student's responsibility to be aware of plagiarism issues.

## SCHOOL BUS BEHAVIOR

Students riding the buses will be picked up and let off only at their regular stops. Anyone wishing to ride a different bus or get off at a different stop must bring a note from home, have it signed by the principal and presented to the bus driver.

1. Every bus rider must abide by these rules or be deprived of the privilege to ride the bus.
2. All riders shall remain in the seats assigned to them.
3. Keep your head, hands, and arms inside the bus.
4. Scuffling, fighting, and obscene language are forbidden.
5. Bus riders will not litter the bus with food or other debris.
6. Bus driver will report any misconduct to the principal.
7. Bus driver is in complete charge while on the bus.
8. Parents will be notified if the misconduct continues. The bus rider may be denied the privilege of riding for the school year.
9. Damage to the bus other than regular usage will be paid for by the rider.
10. Be at the loading place at the scheduled time. The driver will not wait.
11. Follow the recommended procedure when crossing the roadway.
12. Inform driver, if possible, when rider will be absent.
13. ALWAYS cooperate with the BUS DRIVER.
14. Wait in **FRONT** of the bus, never behind.
15. Students are not to possess or use drugs or alcohol while riding a District #2687 school bus. Violation of this rule will mean automatic suspension from riding District buses.

### GENERAL BUS DISCIPLINE PROCEDURES

1. Students exhibiting inappropriate behavior will be written up on a bus discipline report.
2. The first bus discipline report for minor offenses will be a warning.
3. The second bus discipline report will result in a two-day bus suspension.
4. Subsequent bus discipline reports will result in longer bus suspensions (i.e., third bus report will result in a 3-day bus suspension)
5. After the fourth bus discipline report for minor/major offenses, a parent/student/administrator/bus driver committee (3 bus drivers) will need to meet at 9:00 am to discuss and set a behavioral expectation plan for further bus riding.
6. Major bus behavior offenses such as fighting, and destruction of property will result in automatic bus suspension.
7. Students who have been suspended from bus service and are participating in extracurricular activities that utilize a bus to get to an event or a practice must arrange transportation with their parents and/or guardians and receive an approval for such transportation from the high school office.

## SMOKING - CHEWING TOBACCO – ELECTRONIC VAPING

Students shall not be permitted to smoke (cigarettes, e-cigarettes, or vapor pens), chew, possess tobacco products in the building, on school grounds or in the vicinity of school grounds before, during or after school. Vicinity of school grounds refers to an area of property that is visible from school property. Smoking or chewing tobacco at school functions such as parties, etc. will not be allowed and violators will be appropriately disciplined. Students will not be permitted to carry cigarettes or e-cigarettes/vapor pens, or other tobacco on their person while attending school. When appropriate, law enforcement will be informed.

Use of Tobacco by Children. Whoever does any of the following may be sentenced to imprisonment for not more than 30 days or to payment of a fine:

1. Being under the age of 21 years uses tobacco in any form.
2. Furnished tobacco in any form to one entitled thereto under clause (1). (1963c753 art 1s609.685).

## WEAPONS

The legislature has taken a very strong stand regarding firearms in the school. Minnesota Statute mandates that a school board must expel for one year a pupil who is determined to have brought a firearm to school. School District policy will be followed.

A student found in possession of a weapon will result in (1) an initial suspension for up to five (5) or more days; (2) confiscation of the weapon; (3) possible contact of law enforcement; and (4) a possible recommendation to the Superintendent that the students be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property, such as in a vehicle or a bag, at a school activity, on a school bus or a school-sponsored trip, at/near a school bus stop during bus loading and departure, on any property leased by a school, whether the school is public or private.

"Weapon" means any firearm, loaded, or unloaded, any device or instrument designed as a weapon which is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons include but are not limited to guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives (including pocketknives), clubs, metal knuckles, num chucks, throwing stars, explosives, stun guns and any type of ammunition.

### NOTE TO STUDENTS

**Bringing a dangerous weapon on school property is a violation of Minnesota law.** It is a serious violation and considered a felony. You may not possess a dangerous weapon at any time on school property. A dangerous weapon includes any device or instrument designed as a weapon or through its use can produce great bodily harm or death.

Firearms being transported in accordance with Minnesota law are the exception. If you have any questions about an exception, you **MUST** talk to the principal. A principal can authorize an exception in writing.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

# 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 make-up 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 DISTRICT POLICIES

All policies listed below, in addition to general policies of the district, are located on the Howard Lake-Waverly-Winsted Schools' website at [www.hlww.k12.mn.us](http://www.hlww.k12.mn.us). A hard copy will be made available upon request.

- Bullying Prohibition Policy
- Equal Employment and Education Opportunity Policy
- Harassment and Violence Policy
- Immunization Policy
- Internet and Electronic Mail Policy
- Mandated Reporting of Child Neglect, Physical or Sexual Abuse Policy
- Protection and Privacy of Student Records Policy
- Public Notice for Directory Information
- Release of Students to Social Service Agent Policy
- Search of Student Lockers, Desk, Personal Possessions and Student's Person Policy
- Student Chemical Awareness Policy
- Student Discipline Policy
- Student Medication Policy
- Student Survey Policy
- Student Transportation Policy
- Weapons Policy

## HARASSMENT AND VIOLENCE

*Adopted: 1995*

### 413 HARASSMENT AND VIOLENCE

#### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, and familial status, status with regard to public assistance, sexual orientation, or disability.

#### II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, and 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, age, marital status, and familial status, status with regard to public assistance, sexual orientation, or disability.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through

conduct or communication based on a person's race, color, creed, religion, national origin, sex, , age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
  
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

### **III. DEFINITIONS**

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
  
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
  - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

- a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
- b. has a record of such an impairment; or
- c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor's legal guardian; or
- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Status with regard to public assistance" means the condition of being a recipient

of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
  
2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of the person’s sex.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts.  
Intimate parts,

as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or

- written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Superintendent, Brad Sellner, 8700 County Road 6 SW, Howard Lake, MN 55349, (320) 543-4646, bsellner@hlww.k12.mn.us, as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the school board chair.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses, email address and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the

complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. Where appropriate, the parties will have the opportunity to provide information to the investigator in writing prior to conclusion of the investigation as well as to identify other witnesses or evidence to be considered in the investigation. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy shall be made based upon substantial evidence and

requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the human rights officer may take immediate or interim steps, as appropriate, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy. Immediate or interim steps may include, but are not limited to, counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact between parties, changes in work or educational locations, leaves of absence, increased security and monitoring of certain areas of the school campus, and other similar accommodations. These immediate or interim steps will be individualized and appropriate based on the information gathered by the human rights officer and may be adjusted during the investigation to ensure that the measures remain effective. The human rights officer will communicate with the parties throughout the investigation to ensure that any interim or immediate measures continue to be necessary and effective based on the evolving needs of the parties.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation, including a written response to the allegations, and the opportunity to identify other witnesses to be interviewed or other evidence to be considered prior to the imposition of discipline or other remedial responses. The alleged perpetrator will be provided the date of the alleged incident(s), the location where the alleged incident(s) took place, and the school policies, procedures or rules allegedly violated.
- F. The investigation will be completed within ten (10) work days. If the investigation cannot reasonably be completed within ten (10) work days, the human rights officer shall document the reason(s) why the investigation cannot be completed within the designated time frame and shall determine the estimated time as to when the investigation will be complete and how a determination of that time frame was reached. When extensions of the initial time frame are needed to complete the investigation, the human rights officer will notify the complainant(s) and individual(s) against whom the complaint is filed, and advise the parties of the estimate time frame for conclusion of the investigation. The human rights officer shall make a good faith effort to ensure that in any event, the investigation is concluded within sixty (60) work days of the filing of the complaint. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations. In addition, if the school district's investigation finds that a violation of this policy occurred, the school district will offer to provide counseling, academic support or other services deemed appropriate to remediate the effects of the harassing conduct on the complaint(s) and others to deter the reoccurrence of the harassment.

- B. The results of the school district's investigation of each complaint filed under these procedures will be reported, in writing to the complainant(s) and perpetrator(s) in accordance with state and federal data privacy laws. The complainant(s) and perpetrator(s) shall be advised on how to report subsequent harassment and/or retaliation. The notification will include any initial, interim, or final decisions of the school district, any sanctions imposed by the school district and the rationale for the result and sanctions. The reporting party will be informed whether the school district found that the alleged conduct occurred, any individual remedies offered to the reporting party or any sanctions imposed on the responding party that directly relate to the reporting party, to the extent permitted by data privacy laws, and other steps the school district has taken to eliminate the harassment. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence
- D. The school district will maintain records of its investigation of complaints in a secure location, separate from an employee's or student's file. Records shall include a copy of the complaint or other reports of incidents involving allegations of harassment; a copy of the written report of the investigation, including a narrative of the actions taken by school district personnel in response to the reports; a description of the disciplinary sanctions issued against the perpetrator(s) who violate the policies and procedures of the school district; documentation of interim, remedial or disciplinary measures taken, and all actions taken to prevent a recurrence of any incident(s) and/or retaliation; and any notices to the parties regarding the investigation same; documentation. Documentation will be maintained in a manner that allows the school district to easily cross reference complainants, alleged perpetrators and basis of the alleged harassment/violence in future investigations for the purpose of determining if a pattern of harassment may exist or if additional remedial actions are needed to deter harassment.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, the United States

Department of Civil Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law. Complainants may pursue a criminal complaint or use the school district's complaint procedure or both processes simultaneously. The school district may defer its proceedings in view of a criminal investigation, but will conclude its investigation within sixty (60) working days of receipt of a complaint, except in extraordinary circumstances.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. § 121A.031 (School Student Bullying Policy) Minn. Stat. Ch. 363A (Minnesota Human Rights Act) Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors) 20 U.S.C. §§ 1681- 1688 (Title IX of the Education Amendments of 1972) 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964) 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

***Cross References:***

MSBA/MASA Model Policy 102 (Equal Educational Opportunity) MSBA/MASA Model Policy 401 (Equal Employment Opportunity) MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy) MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data) MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination) MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention) MSBA/MASA Model Policy 526 (Hazing Prohibition) MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 2687  
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 2687 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. 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, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group. \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? \_\_\_\_\_

List any witnesses that were present

List any additional evidence you wish to have considered

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by \_\_\_\_\_

\_\_\_\_\_

(Date)

## **TITLE IX**

It is the policy of the Board of Education of District No. 2687 to comply with the Federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in the employment, or recruitment, consideration, or selection thereto, whether full-time or part-time under education program or activity operated by the District for which it receives Federal financial assistance. For a complete printout of this policy, please contact the school principal or visit our school board policies posted online at [www.hlww.k12.mn.us](http://www.hlww.k12.mn.us).

## **RIGHTS AND RESPONSIBILITIES**

The following rights pertain to all citizens including students:

1. The right to a free and full education and the right to learn.
2. The right to equal educational opportunity and to freedom from discrimination.
3. The right to due process of law.
4. The right to freedom of inquiry and expression.
5. The right to privacy.
6. The right to participate in student activities.
7. The right to personal property.
8. The right to be informed of school rules.

Correspondingly, the following are the responsibilities of all citizens, including students:

1. The responsibility to attend school daily, except when excused, and to be on time to all classes and other school functions.
2. The responsibility to pursue and attempt to complete the course of study and prescribed by the state and local school authorities.
3. The responsibility to make necessary arrangements for making up work when absent from school.
4. The responsibility to assist the school staff in running a safe school for all students enrolled therein.
5. The responsibility to be aware of all school rules and regulations and conduct themselves in accord with them.
6. The responsibility to assume that until a rule is waived altered, or repealed, it is in full effect.
7. The responsibility to be aware of and comply with state and local laws.
8. The responsibility to be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases.
9. The responsibility to protect and take care of the school's property.
10. The responsibility to dress and groom to meet fair standards of safety and health and common standards of decency.
11. The responsibility to avoid inaccuracies in student newspapers or publications and indecent or obscene language.
12. The responsibility to express ideas in a manner that will not offend or slander others.

## **GOVERNMENT DATA PRACTICES ACT**

An individual asked to supply confidential data concerning the individual shall be informed of:

- A. the purpose and intended use of the requested data within the school;
- B. whether the individual may refuse or is legally required to supply the requested data;
- C. any known consequence arising from supplying confidential data; and
- D. the identity of other persons or entities authorized by state or federal law to receive the data.

## **RELEASE OF DATA**

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters. Students and parents have the right to opt-out from this by requesting that the district not release student information to military recruiters. If you would like to "Opt Out", please contact the High School Office.

## **STUDENTS WITH DISABILITIES**

Howard Lake-Waverly-Winsted High School will provide special instruction and services for handicapped children of school age who are residents of district and who are handicapped. School age means the age of 4-21 years or completion of secondary school or its equivalent.

## **STUDENT RECORDS**

1. All student records will be confidential. Personnel having access to student records will not violate the confidentiality of those records.
2. The administration will provide that the content and meaning of records maintained by this school district shall be available to any pupil or parents of a child under 18 requesting to see such records. Psychological data should be released by an individual qualified to explain or interpret these records.
3. Access to records or transcripts cannot be denied because of failure to pay fees such as book fines.

The school has your grades, attendance, standardized test scores, and discipline records on file that have resulted from your work since you began school. If you have attended several schools, these records have followed you to this school and are also on file.

You and/or your parent or guardian may see the contents of these records by making an appointment to do so with the principal or counselor. You may have copies of anything in the school record, at a cost to you of \$0.25 per sheet, but you are not permitted to take the original record out of the office. You or your parent or guardian may place any statements or items in your record that you wish to, if it pertains to your school work.

You may also request that items be removed from your file. In the event that you or your parent or guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied you may appeal the decision to the next higher school official, and ultimately to the school board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not and cannot by law, without first receiving written consent from you and your parent or guardian:

- A. Send a transcript of your school record to a college, vocational school or university.
- B. Give information from your record to another prospective employer.

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records.

Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their rights of access or control of transfer of their records.

All students' records will be treated in accordance with the provision of Public Law, passed by Congress in 1974, and Chapter of the 1974 Session laws of the State of Minnesota.

### **Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing**

- See next page

# Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

## Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

## Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## Academic Standards and Assessments

### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p style="text-align: center;"><b>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</b></p> <p>Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.</p> <p>Majority of students take the MCA.</p> <p>MTAS is an option for students with the</p>	<p style="text-align: center;"><b>ACCESS and Alternate ACCESS for English Learners</b></p> <p>Based on the WIDA English Language Development Standards.</p> <p>Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</p> <p>Majority of English learners take ACCESS for ELLs.</p> <p>Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</p>
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## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

## Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

The MCA and MTAS testing window begins in March and ends in May.

The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).



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

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

**To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.**

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 2021\_ to 2022\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics              \_\_\_\_\_ ACCESS or Alternate ACCESS for

ELLs Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name {print} \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

