

July 25, 2022
Monday, July 25, 2022 6:00 PM Central

High School Media Center
531 Morse Street
Norwood Young America, MN 55368

Sara Eischens: Present
Shelby Erickson: Present
Nicole Evenski: Present
Elroy Latzig: Present
Sarah Lehrke: Present
Rich Schug: Present
Kyle Strickfaden: Absent
Present: 6, Absent: 1.
T Schochenmaier
A Franck
J Beneke (Student Representative)

A. PROCEDURAL ITEMS:

A.1. Call to order

A.2. Roll Call

A.3. Pledge of Allegiance

A.4. Approval of Agenda

Move to approve the agenda as presented/amended: This motion, made by Sarah Lehrke and seconded by Shelby Erickson, Carried.

Kyle Strickfaden: Absent, Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea
Yea: 6, Nay: 0, Absent: 1

A.5. Consent Agenda

Move to approve Consent agenda as presented. This motion, made by Nicole Evenski and seconded by Sara Eischens, Carried.

Kyle Strickfaden: Absent, Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea
Yea: 6, Nay: 0, Absent: 1

A.6. Acceptance of Gifts

Move to approve gifts. This motion, made by Rich Schug and seconded by Sarah Lehrke, Carried.

Kyle Strickfaden: Absent, Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea
Yea: 6, Nay: 0, Absent: 1

B. PUBLIC FORUM

C. INFORMATIONAL ITEMS: MONTHLY REPORTS

C.1. Student Council

C.2. Student Representative

C.3. Superintendent

C.4. Board

D. DISCUSSION ITEMS

D.1. Building Project Update

D.2. Elementary School - Recap

D.3. Superintendent Review/Goals for 2022-2023

D.4. Determine meeting location for spring/summer of 2023 due to building construction

D.5. Review Handbooks

E. OPERATIONAL ITEMS

E.1. Consideration of 2022-2023 Organizational Items

Move to approve 22-23 Organizational items as presented. This motion, made by Sara Eischens and seconded by Elroy Latzig, Carried.

Kyle Strickfaden: Absent, Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea
Yea: 6, Nay: 0, Absent: 1

E.2. Consideration of Girls Soccer Co-Op Dissolve

Move to disolove Girls Soccer Co-OP (Lester Prarie, Mayer Lutheran and Central) as presented:. This motion, made by Rich Schug and seconded by Shelby Erickson, Carried.

Kyle Strickfaden: Absent, Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea
Yea: 6, Nay: 0, Absent: 1

E.3. Consideration of Girls Soccer Co-Op Formation

Move to Approve Co-OP formation (Central, Mayler Lutheran Sibley East). This motion, made by Sara Eischens and seconded by Rich Schug, Carried.

Kyle Strickfaden: Absent, Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea
Yea: 6, Nay: 0, Absent: 1

E.4. Consideration of Boys Soccer Co-Op Formation

Mve to approve new boys Soccer Co-Op (Sibley East, Lester Prarie Central) East Central Prairie Football club. This motion, made by Rich Schug and seconded by Sarah Lehrke, Carried.

Kyle Strickfaden: Absent, Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea
Yea: 6, Nay: 0, Absent: 1

E.5. Consideration of Resolution to Notify Public of School Board Candidate Affidavit Filing Dates

Move to approve resolution as presented: Roll call: Schug, Lehrke, Eischens, Latzig, Evenski, Erickson. This motion, made by Sara Eischens and seconded by Sarah Lehrke, Carried.

Kyle Strickfaden: Absent, Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea
Yea: 6, Nay: 0, Absent: 1

E.6. Consideration of the FY24 Long Term Facilities Maintenance Plan

Move to approve FY24 LTFM plan as presented:. This motion, made by Nicole Evenski and seconded by Sarah Lehrke, Carried.

Kyle Strickfaden: Absent, Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea

Yea: 6, Nay: 0, Absent: 1

F. NEXT BOARD MEETING

G. ADJOURNMENT

7:24PM Move to adjourn board meeting. This motion, made by Sarah Lehrke and seconded by Sara Eischens, Carried.

Kyle Strickfaden: Absent, Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea

Yea: 6, Nay: 0, Absent: 1

June 27, 2022
Monday, June 27, 2022 6:00 PM Central

High School Media Center
531 Morse Street
Norwood Young America, MN 55368

Sara Eischens: Present
Shelby Erickson: Present
Nicole Evenski: Present
Elroy Latzig: Present
Sarah Lehrke: Present
Rich Schug: Present
Kyle Strickfaden: Present
Present: 7.

A. PROCEDURAL ITEMS:

A.1. Call to order

A.2. Roll Call

A.3. Pledge of Allegiance

A.4. Approval of Agenda

Move to approve the agenda as presented/amended:. This motion, made by Rich Schug and seconded by Sara Eischens, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea,
Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

A.5. Consent Agenda

Move to approve Consent agenda as presented. This motion, made by Shelby Erickson and seconded by Elroy Latzig, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea,
Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

A.6. Acceptance of Gifts

Move to approve gifts. This motion, made by Elroy Latzig and seconded by Rich Schug, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea,
Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

B. PUBLIC FORUM

C. INFORMATIONAL ITEMS: MONTHLY REPORTS

C.1. Student Council

C.2. Student Representative

C.3. Superintendent

C.4. Board

D. DISCUSSION ITEMS

E. OPERATIONAL ITEMS

E.1. Consideration of FY23 Preliminary Budget

Move to approve FY23 Prelim budget as presented. This motion, made by Shelby Erickson and seconded by Sara Eischens, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

E.2. Consideration of 2022-24 MSEA Contract

Move to approve MSEA Contract as presented:. This motion, made by Sara Eischens and seconded by Rich Schug, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

Move to approve Bid Package #2. This motion, made by Sara Eischens and seconded by Sarah Lehrke, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

E.3. Consideration of rebid of package #2 and package 4B

Move to approve Bid Package 4B. This motion, made by Rich Schug and seconded by Sarah Lehrke, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

E.4. Consideration of IoWA Authorization

Move to approve IoWA Authorization. This motion, made by Sara Eischens and seconded by Shelby Erickson, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

F. NEXT BOARD MEETING

G. ADJOURNMENT

Move to adjourn meeting. This motion, made by Nicole Evenski and seconded by Sarah Lehrke, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

July 5-2022 PAYROLL

GROSS PAY	\$255,469.23
FEDERAL TAX	(18,028.77)
MN STATE TAX	(9,111.50)
OASDI	(15,034.13)
MEDICARE	(3,516.03)
PERA	(1,841.30)
TRA	(16,491.90)
ANNUITIES	(4,488.83)
FLEX	(12,983.94)
VOLUNTARIES	(797.00)
NET PAYROLL	<u><u>\$173,175.83</u></u>
	\$173,175.83

July 20-2022 PAYROLL

GROSS PAY	\$267,304.70
FEDERAL TAX	(18,551.27)
MN STATE TAX	(9,488.64)
OASDI	(15,774.97)
MEDICARE	(3,689.31)
PERA	(1,942.80)
TRA	(16,566.45)
ANNUITIES	(4,388.83)
FLEX	(12,869.00)
VOLUNTARIES	(797.00)
NET PAYROLL	<u><u>\$183,236.43</u></u>

Norwood-Young America School
July 5 & July 20 Payroll Taxes & Liabilities

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Pay/Void			Amount
										Print	Recon	Date	
GEN1	p30131	54285		Wire	1	04035		TEACHERS RETIREMENT ASSOC		No	No	No 07/05/2022	35,285.95
GEN1	p30131	54286		Wire	1	05255		DEPARTMENT OF THE TREASURY		No	No	No 07/05/2022	55,129.09
GEN1	p30131	54287		Wire	1	06027		COMMISSIONER OF REVENUE		No	No	No 07/05/2022	9,111.50
GEN1	p30131	54288		Wire	1	3785		EDUCATORS FINANCIAL SERVICES		No	No	No 07/05/2022	7,204.48
GEN1	p30131	54289		Wire	1	3904		FURTHER-SELECT ACCOUNT		No	No	No 07/05/2022	159,512.93
GEN1	p30132	54320		Wire	1	00150		BLUE CROSS & BLUE SHIELD		No	No	No 07/20/2022	2,457.50
GEN1	p30132	54321		Wire	1	01780		MN CHILD SUPPORT PAYMENT CTR		No	No	No 07/20/2022	439.00
GEN1	p30132	54322		Wire	1	04035		TEACHERS RETIREMENT ASSOC		No	No	No 07/20/2022	36,983.96
GEN1	p30132	54323		Wire	1	05255		DEPARTMENT OF THE TREASURY		No	No	No 07/20/2022	57,479.83
GEN1	p30132	54324		Wire	1	06027		COMMISSIONER OF REVENUE		No	No	No 07/20/2022	9,488.64
GEN1	p30132	54325		Wire	1	2260		AFLAC		No	No	No 07/20/2022	166.98
GEN1	p30132	54326		Wire	1	3785		EDUCATORS FINANCIAL SERVICES		No	No	No 07/20/2022	8,104.48
GEN1	p30132	54327		Wire	1	3904		FURTHER-SELECT ACCOUNT		No	No	No 07/20/2022	741.27
GEN1	p30132	54328		Wire	1	5699		MN PUBLIC EMPLOYEES INSURANCE PF		No	No	No 07/20/2022	54,250.03
GEN1	p30132	54329		Wire	1	6773		Medica-MN Healthcare Consortium		No	No	No 07/20/2022	28,295.14
GEN1	p30131	54291	40239	Check	1	04034		PERA		Yes	No	No 07/05/2022	3,965.86
GEN1	p30132	54318	40257	Check	1	1439		DELTA DENTAL PLAN OF MN		Yes	No	No 07/20/2022	4,922.07
GEN1	p30132	54316	40258	Check	1	01140		MADISON NAT'L LIFE INS CO INC.		Yes	No	No 07/20/2022	1,166.02
GEN1	p30132	54319	40259	Check	1	3796		NATIONAL INSURANCE SERVICES OF WI		Yes	No	No 07/20/2022	356.20
GEN1	p30132	54315	40260	Check	1	00808		NCPERS Group Life Ins.		Yes	No	No 07/20/2022	48.00
GEN1	p30132	54317	40261	Check	1	04034		PERA		Yes	No	No 07/20/2022	4,184.48

Bank Total: \$479,293.41

Report Total: \$479,293.41

Norwood-Young America School

July 25 Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
										Print	Recon	Void	Date	
GEN1	P30126	54346	40262	Check	1	08300		A&K REPAIR		Yes	No	No	07/21/2022	696.85
GEN1	P30126	54353	40263	Check	1	2867		ACT, INC.		Yes	No	No	07/21/2022	4,402.00
GEN1	P30126	54350	40264	Check	1	2247		AUTO-OWNERS INSURANCE		Yes	No	No	07/21/2022	101.69
GEN1	P30126	54388	40265	Check	1	6785		BENGTON, JAMES		Yes	No	No	07/21/2022	56.00
GEN1	P30126	54335	40266	Check	1	00334		BOESCHE, DONNA		Yes	No	No	07/21/2022	26.45
GEN1	P30126	54377	40267	Check	1	6435		BRICK & BREW PROPERTIES LLC		Yes	No	No	07/21/2022	1,849.71
GEN1	P30126	54367	40268	Check	1	4946		BSN SPORTS LLC		Yes	No	No	07/21/2022	655.02
GEN1	P30126	54331	40269	Check	1	00048		CARQUEST AUTO PARTS		Yes	No	No	07/21/2022	46.60
GEN1	P30126	54334	40270	Check	1	00240		CENTRAL FIRE PROTECTION INC		Yes	No	No	07/21/2022	832.80
GEN1	P30126	54371	40271	Check	1	5923		CERNY, TYRA	Ind/Sole Proprietor	Yes	No	No	07/21/2022	300.00
GEN1	P30126	54332	40272	Check	1	00061		CITY OF NORWOOD YOUNG AMERICA		Yes	No	No	07/21/2022	2,514.47
GEN1	P30126	54387	40273	Check	1	6781		D. ERVASTI SALES CO., LLC		Yes	No	No	07/21/2022	995.55
GEN1	P30126	54363	40274	Check	1	4732		DAIKIN APPLIED		Yes	No	No	07/21/2022	2,793.00
GEN1	P30126	54347	40275	Check	1	1442		DALCO		Yes	No	No	07/21/2022	4,184.20
GEN1	P30126	54352	40276	Check	1	2721		DASHIR MANAGEMENT SERVICES INC		Yes	No	No	07/21/2022	18,049.95
GEN1	P30126	54355	40277	Check	1	3227		DISTRIBUTED WEBSITE CORP.	C Corporation	Yes	No	No	07/21/2022	1,547.85
GEN1	P30126	54369	40278	Check	1	5321		DVORAK, KATHY		Yes	No	No	07/21/2022	34.50
GEN1	P30126	54338	40279	Check	1	00666		ECOLAB PEST ELIMINATION DIVISION		Yes	No	No	07/21/2022	522.64
GEN1	P30126	54366	40280	Check	1	4873		EMC INSURANCE COMPANIES		Yes	No	No	07/21/2022	11,851.10
GEN1	P30126	54372	40281	Check	1	5964		ENVIRONMENTAL TESTING & INSPECTIO		Yes	No	No	07/21/2022	1,700.00
GEN1	P30126	54365	40282	Check	1	4787		EVENSKI, KYLE		Yes	No	No	07/21/2022	81.37
GEN1	P30126	54383	40283	Check	1	6744		FOLLETT CONTENT SOLUTIONS LLC	LLC - Partnership	Yes	No	No	07/21/2022	1,173.96
GEN1	P30126	54361	40284	Check	1	4432		FORST, LAURA		Yes	No	No	07/21/2022	150.00
GEN1	P30126	54384	40285	Check	1	6760		GREAT MINDS PBC		Yes	No	No	07/21/2022	12,082.65
GEN1	P30126	54358	40286	Check	1	3867		HEINZE, KRISTIN		Yes	No	No	07/21/2022	73.47
GEN1	P30126	54380	40287	Check	1	6610		ILLUMINATE EDUCATION, INC.		Yes	No	No	07/21/2022	19,250.00
GEN1	P30126	54349	40288	Check	1	2037		INNOVATIVE OFFICE SOLUTIONS LLC		Yes	No	No	07/21/2022	1,013.09
GEN1	P30126	54343	40289	Check	1	05335		ISD #110-WACONIA COMMUNITY ED		Yes	No	No	07/21/2022	285.00
GEN1	P30126	54375	40290	Check	1	6400		JOSTENS, INC.		Yes	No	No	07/21/2022	142.75
GEN1	P30126	54354	40291	Check	1	3185		MARCO TECHNOLOGIES, LLC	LLC - Partnership	Yes	No	No	07/21/2022	1,884.00
GEN1	P30126	54359	40292	Check	1	4316		MCDOWELL AGENCY, INC.		Yes	No	No	07/21/2022	222.00
GEN1	P30126	54373	40293	Check	1	5990		McNEIL, MARY PAT		Yes	No	No	07/21/2022	5,851.72
GEN1	P30126	54337	40294	Check	1	00572		MENARDS INC		Yes	No	No	07/21/2022	85.27
GEN1	P30126	54362	40295	Check	1	4699		MN ADMINISTRATORS FOR SPECIAL EDL		Yes	No	No	07/21/2022	470.00
GEN1	P30126	54342	40296	Check	1	01767		MN COMMUNITY ED ASSOCIATION		Yes	No	No	07/21/2022	45.00
GEN1	P30126	54374	40297	Check	1	6388		MN DEPT OF HEALTH		Yes	No	No	07/21/2022	180.00
GEN1	P30126	54345	40298	Check	1	07736		MN RIVER CONFERENCE		Yes	No	No	07/21/2022	2,800.00
GEN1	P30126	54339	40299	Check	1	00830		MN UC FUND		Yes	No	No	07/21/2022	35.03
GEN1	P30126	54391	40300	Check	1	6789		NASSP		Yes	No	No	07/21/2022	385.00
GEN1	P30126	54385	40301	Check	1	6768		NATIONAL INSURANCE SERVICES OF WI		Yes	No	No	07/21/2022	3,584.75
GEN1	P30126	54356	40302	Check	1	3506		NEUBARTH, RICH		Yes	No	No	07/21/2022	17.54
GEN1	P30126	54376	40303	Check	1	6418		NEWS AND TIMES		Yes	No	No	07/21/2022	60.95
GEN1	P30126	54381	40304	Check	1	6704		NEXUS SOLUTIONS LLC	LLC - S Corp	Yes	No	No	07/21/2022	823,735.00
GEN1	P30126	54364	40305	Check	1	4759		POPPLER, TAMMY		Yes	No	No	07/21/2022	5.00
GEN1	P30126	54333	40306	Check	1	00122		REGION V COMPUTER SERVICES		Yes	No	No	07/21/2022	4,128.00
GEN1	P30126	54344	40307	Check	1	05638		RIDDELL ALL AMERICAN SPORTS CORP.		Yes	No	No	07/21/2022	415.85
GEN1	P30126	54357	40308	Check	1	3694		ROCHESTER 100 INC.		Yes	No	No	07/21/2022	437.75
GEN1	P30126	54382	40309	Check	1	6721		SAAFE, LLC	LLC - S Corp	Yes	No	No	07/21/2022	13,730.00
GEN1	P30126	54389	40310	Check	1	6787		SAFETY SIGNS		Yes	No	No	07/21/2022	2,200.00
GEN1	P30126	54340	40311	Check	1	00906		SCHOLASTIC, INC.		Yes	No	No	07/21/2022	11.99
GEN1	P30126	54370	40312	Check	1	5337		SECURLY, INC.		Yes	No	No	07/21/2022	6,690.00
GEN1	P30126	54336	40313	Check	1	00374		SMITH OIL CO.		Yes	No	No	07/21/2022	3,097.16
GEN1	P30126	54368	40314	Check	1	5287		SOUTHWEST METRO INTERMEDIATE DIS		Yes	No	No	07/21/2022	38,382.84
GEN1	P30126	54351	40315	Check	1	2656		STEP SAVER INC.		Yes	No	No	07/21/2022	44.95
GEN1	P30126	54360	40316	Check	1	4318		STREETER, BECKY		Yes	No	No	07/21/2022	1,169.50
GEN1	P30126	54379	40317	Check	1	6581		TEACHING STRATEGIES		Yes	No	No	07/21/2022	547.50
GEN1	P30126	54386	40318	Check	1	6769		TRAVELERS		Yes	No	No	07/21/2022	32,440.00
GEN1	P30126	54390	40319	Check	1	6788		USA INFLATABLES		Yes	No	No	07/21/2022	405.49
GEN1	P30126	54378	40320	Check	1	6524		VIKING AUTOMATIC SPRINKLER COMPAN	C Corporation	Yes	No	No	07/21/2022	1,320.00
GEN1	P30126	54348	40321	Check	1	1870		WIGFIELD DESIGN		Yes	No	No	07/21/2022	1,005.00
GEN1	P30126	54341	40322	Check	1	01105		WOODBURN PRESS		Yes	No	No	07/21/2022	620.48

Bank Total: \$1,033,420.44

Report Total: \$1,033,420.44

Norwood-Young America School
June 2022 Student Activity Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
SA	PSA212	54098	14514	Check	2	5408	General Fund		Yes	Yes	No	06/01/2022	84.00
SA	PSA212	54111	14515	Check	2	5408	General Fund		Yes	Yes	Yes	06/07/2022	0.00
SA	PSA212	54112	14516	Check	2	6759	GREATER MN COMMUNICATIONS		Yes	Yes	No	06/07/2022	144.00
SA	PSA212	54113	14517	Check	2	5388	BSN SPORTS LLC		Yes	Yes	No	06/07/2022	474.80
SA	PSA212	54121	14518	Check	2	6580	Carver County		Yes	Yes	No	06/14/2022	330.00
SA	PSA212	54122	14519	Check	2	6759	GREATER MN COMMUNICATIONS		Yes	Yes	No	06/14/2022	30.00
SA	PSA212	54123	14520	Check	2	6579	TCU Schools		Yes	Yes	No	06/14/2022	375.00
SA	PSA212	54153	14521	Check	2	5388	BSN SPORTS LLC		Yes	Yes	No	06/22/2022	1,405.05
SA	PSA212	54242	14522	Check	2	5408	General Fund		Yes	Yes	No	06/22/2022	213.20
SA	PSA212	54263	14523	Check	2	6055	SCHOLASTIC BOOK FAIRS		Yes	No	No	06/27/2022	32.73
SA	PSA212	54293	14524	Check	2	6627	BALFOUR / YEARBOOKS		Yes	No	No	06/30/2022	3,880.64
SA	PSA212	54292	14525	Check	2	5395	FRAMING IMAGES		Yes	No	No	06/30/2022	135.00
SA	PSA301	54313	14526	Check	2	6055	SCHOLASTIC BOOK FAIRS		Yes	No	No	07/12/2022	2,388.95
SA	PSA301	54314	14527	Check	2	6784	ESPAK LEARNING		Yes	No	No	07/14/2022	4,295.00

Bank Total: \$13,788.37

Report Total: \$13,788.37

Norwood-Young America School

June 2022 Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
										Print	Recon	Void	Date	
GEN1	P21225	54099		Wire	1	2468	R2	MASTERCARD - HARRIS BANK		No	Yes	No	06/02/2022	6,454.47
GEN1	P21225	54100		Wire	1	4091		MASTERCARD - HARRIS BANK		No	Yes	No	06/02/2022	8,918.73
GEN1	P21225	54279		Wire	1	09609		XCEL ENERGY		No	Yes	No	06/30/2022	25,838.50
GEN1	P21225	54280		Wire	1	2728		BREMER BANK, NA28		No	Yes	No	06/30/2022	58.60
GEN1	P21225	54281		Wire	1	3904		FURTHER-SELECT ACCOUNT		No	Yes	No	06/30/2022	208.80
GEN1	P21225	54282		Wire	1	5002		WASTE MANAGEMENT OF WI-MN		No	Yes	No	06/30/2022	2,974.46
GEN1	P21225	54283		Wire	1	6605		ELEYO	S Corporation	No	Yes	No	06/30/2022	2,916.09
GEN1	P21225	54290		Wire	1	01606		CENTERPOINT ENERGY		No	Yes	No	06/30/2022	7,641.80
GEN1	P21225	54106	40080	Check	1	3213		CENTURYLINK		Yes	Yes	No	06/06/2022	609.37
GEN1	P21225	54104	40081	Check	1	2382		CITY OF COLOGNE		Yes	Yes	No	06/06/2022	62.61
GEN1	P21225	54103	40082	Check	1	1937		CNA SURETY		Yes	Yes	No	06/06/2022	360.00
GEN1	P21225	54108	40083	Check	1	4109		ERICKSON, THOMAS		Yes	Yes	No	06/06/2022	240.00
GEN1	P21225	54101	40084	Check	1	00182		HOME SOLUTIONS UNLIMITED		Yes	Yes	No	06/06/2022	702.98
GEN1	P21225	54109	40085	Check	1	6610		ILLUMINATE EDUCATION, INC.		Yes	Yes	No	06/06/2022	9,000.00
GEN1	P21225	54105	40086	Check	1	3185		MARCO TECHNOLOGIES, LLC	LLC - Partnership	Yes	Yes	No	06/06/2022	1,500.00
GEN1	P21225	54107	40087	Check	1	3713		ROCHESTER TELECOM SYSTEMS, INC		Yes	Yes	No	06/06/2022	41.39
GEN1	P21225	54110	40088	Check	1	6707		SUNDE LAND SURVEYING, LLC	LLC - Partnership	Yes	Yes	No	06/06/2022	4,751.88
GEN1	P21225	54102	40089	Check	1	00584		UNIVERSITY OF MINNESOTA		Yes	Yes	No	06/06/2022	10,627.45
GEN1	P21225	54118	40090	Check	1	5527		ALL IN ONE - TRANSLATION AGENCY, LLC		Yes	Yes	No	06/09/2022	90.00
GEN1	P21225	54119	40091	Check	1	6468		GARCIA-SANCHEZ, FLORMIRA		Yes	Yes	No	06/09/2022	160.00
GEN1	P21225	54117	40092	Check	1	4316		MCDOWELL AGENCY, INC.		Yes	Yes	No	06/09/2022	108.00
GEN1	P21225	54114	40093	Check	1	00963		MINI BIFF, INC.		Yes	Yes	No	06/09/2022	220.83
GEN1	P21225	54115	40094	Check	1	3435		NISSEL, MARV		Yes	Yes	No	06/09/2022	675.00
GEN1	P21225	54116	40095	Check	1	3550		REGION 2A MSHSL		Yes	Yes	No	06/09/2022	150.00
GEN1	P21225	54120	40096	Check	1	6757		SCHUTTE, DOMINIC/U OF WISC. RIVER F		Yes	Yes	No	06/09/2022	1,000.00
GEN1	P21225	54148	40103	Check	1	6728		BLUUM OF MINNESOTA, LLC	LLC - C Corp	Yes	Yes	No	06/15/2022	44,500.00
GEN1	P21225	54143	40104	Check	1	4482		CHRISTIAN, PAUL		Yes	Yes	No	06/15/2022	600.00
GEN1	P21225	54144	40105	Check	1	4484		CZECH AREA CONCERTINA CLUB		Yes	No	No	06/15/2022	350.00
GEN1	P21225	54146	40106	Check	1	6033		DONNA, JAMES J.	Ind/Sole Proprietor	Yes	No	No	06/15/2022	850.00
GEN1	P21225	54150	40107	Check	1	6765		HAY DOBBS		Yes	Yes	No	06/15/2022	2,400.00
GEN1	P21225	54145	40108	Check	1	4559		LAGERGREN, CHRIS	Ind/Sole Proprietor	Yes	Yes	No	06/15/2022	175.00
GEN1	P21225	54142	40109	Check	1	4310		NORTHERN TECHNOLOGIES	LLC - Partnership	Yes	No	Yes	06/15/2022	0.00
GEN1	P21225	54147	40110	Check	1	6707		SUNDE LAND SURVEYING, LLC	LLC - Partnership	Yes	Yes	No	06/15/2022	1,125.00
GEN1	P21225	54149	40111	Check	1	6729		THEIN MOVING CO.	S Corporation	Yes	Yes	No	06/15/2022	45,000.00
GEN1	P21225	54141	40112	Check	1	2690		THIEL, CHUCK		Yes	No	No	06/15/2022	575.00
GEN1	P21225	54151	40113	Check	1	6769		TRAVELERS		Yes	Yes	No	06/15/2022	15,108.00
GEN1	P21225	54152	40114	Check	1	6770		AMERICAN ENGINEERING TESTING, INC.		Yes	Yes	No	06/15/2022	25,400.00
GEN1	P21225	54262	40203	Check	1	6777		AFFORDABLE PARTY BUS INC.		Yes	Yes	No	06/24/2022	250.00
GEN1	P21225	54246	40204	Check	1	3620		BRAUN, REBECCA		Yes	No	No	06/24/2022	200.00
GEN1	P21225	54244	40205	Check	1	01102		ERICKSON, SHAWN		Yes	Yes	No	06/24/2022	200.00
GEN1	P21225	54243	40206	Check	1	00112		ERPENBACH, RON		Yes	No	No	06/24/2022	200.00
GEN1	P21225	54249	40207	Check	1	4787		EVENSKI, KYLE		Yes	No	No	06/24/2022	200.00
GEN1	P21225	54254	40208	Check	1	6257		GESINGER, JULIE		Yes	Yes	No	06/24/2022	200.00
GEN1	P21225	54261	40209	Check	1	6776		GIBBS, CHRIS		Yes	No	No	06/24/2022	200.00
GEN1	P21225	54260	40210	Check	1	6775		HALLQUIST, PAUL		Yes	No	No	06/24/2022	200.00
GEN1	P21225	54256	40211	Check	1	6551		HANSON, LAURA		Yes	Yes	No	06/24/2022	200.00
GEN1	P21225	54250	40212	Check	1	4917		KESTER, AMBER		Yes	Yes	No	06/24/2022	200.00
GEN1	P21225	54248	40213	Check	1	4528		KOLSTAD, ANDREA		Yes	No	No	06/24/2022	200.00
GEN1	P21225	54257	40214	Check	1	6574		KREUSER, NICOLE		Yes	Yes	No	06/24/2022	200.00
GEN1	P21225	54255	40215	Check	1	6439		KRIZ, TAYLOR		Yes	Yes	No	06/24/2022	200.00
GEN1	P21225	54259	40216	Check	1	6774		LARSON, RICHARD		Yes	Yes	No	06/24/2022	200.00
GEN1	P21225	54251	40217	Check	1	5927		SCHOCHENMAIER, TIM		Yes	No	No	06/24/2022	200.00
GEN1	P21225	54245	40218	Check	1	1260		SCHROEDER, TARA		Yes	Yes	No	06/24/2022	200.00
GEN1	P21225	54247	40219	Check	1	4523		SCHRUPP, JACOB		Yes	Yes	No	06/24/2022	200.00
GEN1	P21225	54252	40220	Check	1	6026		SCHWALBACH, RHEA		Yes	No	No	06/24/2022	200.00
GEN1	P21225	54253	40221	Check	1	6254		THOMASON, SARAH		Yes	No	No	06/24/2022	200.00
GEN1	P21225	54258	40222	Check	1	6606		VOSSSEN, KELLY		Yes	Yes	No	06/24/2022	200.00
GEN1	P21225	54271	40223	Check	1	4946		BSN SPORTS LLC		Yes	No	No	06/30/2022	2,953.47
GEN1	P21225	54266	40224	Check	1	2382		CITY OF COLOGNE		Yes	No	No	06/30/2022	44.61
GEN1	P21225	54267	40225	Check	1	2721		DASHIR MANAGEMENT SERVICES INC		Yes	No	No	06/30/2022	17,602.77
GEN1	P21225	54268	40226	Check	1	3535		FOUR POINT 0 SCHOOL SERVICES		Yes	No	No	06/30/2022	461.40
GEN1	P21225	54276	40227	Check	1	6468		GARCIA-SANCHEZ, FLORMIRA		Yes	No	No	06/30/2022	20.00
GEN1	P21225	54264	40228	Check	1	00182		HOME SOLUTIONS UNLIMITED		Yes	No	No	06/30/2022	214.11
GEN1	P21225	54272	40229	Check	1	5227		LEGO EDUCATION		Yes	No	No	06/30/2022	1,582.20
GEN1	P21225	54277	40230	Check	1	6545		MARCO TECHNOLOGIES LLC	LLC - Partnership	Yes	No	No	06/30/2022	2,346.81
GEN1	P21225	54269	40231	Check	1	3703		MILLER, DIANE		Yes	No	No	06/30/2022	1,900.00
GEN1	P21225	54270	40232	Check	1	3713		ROCHESTER TELECOM SYSTEMS, INC		Yes	No	No	06/30/2022	23.02
GEN1	P21225	54265	40233	Check	1	01070		SCHOOL NURSE SUPPLY INC		Yes	No	No	06/30/2022	1,734.32
GEN1	P21225	54273	40234	Check	1	5287		SOUTHWEST METRO INTERMEDIATE DIS		Yes	No	No	06/30/2022	13,137.66
GEN1	P21225	54274	40235	Check	1	5516		TEACHERS PAY TEACHERS		Yes	No	No	06/30/2022	362.97
GEN1	P21225	54278	40236	Check	1	6778		THIRD PARTY INTEGRITY, INC.	S Corporation	Yes	No	No	06/30/2022	1,200.00
GEN1	P21225	54275	40237	Check	1	6411		WINSOR LEARNING		Yes	No	No	06/30/2022	275.00

Central Elementary School Goals

Monday, July 25, 2022

Ron Erpenbach



Goals:

K-3 Phonics: Increase reading fluency

K-5 Writing: Build language skills and improve written expression

K-3 LETRS training...added mid year



Foundations

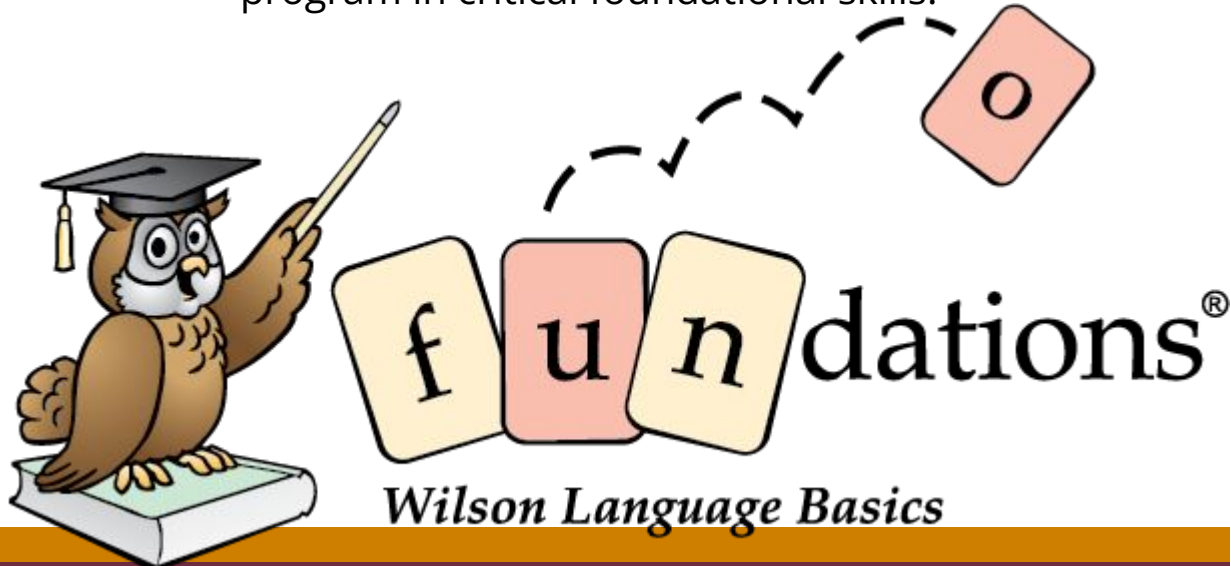


Nancy Fetzer

Implementation Strategies

K-3rd Foundations

- Recognized leader in multisensory, structured language programs.
- Research based materials and strategies essential to a comprehensive reading, spelling, and hand writing program.
- Makes learning to read fun while laying the groundwork for lifelong literacy.
- Students in grades K-3 will receive a systematic program in critical foundational skills.



K-5 Nancy Fetzner Writing

- Engage all learners with a multi-sensory, explicit instructional writing program.
- K-5 classroom teachers will utilize the plan, talk and write format that systematically and specifically instructs students through the writing process.
- This plan will be used across academic disciplines



Ready, Set, Thrive!

Full implementation will be achieved through:

- **Weekly PLC Meetings**
- **Professional Development provided by the school district**
- **We need to extend these goals for one more year**



Superintendent Goals 2021-22

Goal #1: Budget Development and Maintenance

1. Develop budget plan (preliminary)
2. Develop budget plan (final)
3. Consider current and long- range information and data;
4. Seeks balance to meet students' current and future needs and be fiscally responsible to community
5. Distributes resources to meet immediate and long-range objectives

Goal #2: Facilities

1. Facilities plan is in place.
2. Coordinates efforts between the school district and construction management.
3. Communicates updates to the board.
4. Communicated updates to the public.

Central School District

Superintendent Performance Evaluation for SY 2021-2022

SCHOOL BOARD'S FINAL END-OF-YEAR SUMMATIVE EVALUATION				
Place <i>one</i> check [☐] in each row for each goal and <i>one</i> check [☐] for overall rating.				
	4 Highly Effective	3 Effective	2 Developing	1 Ineffective
Goal 1.: Budget Development and Maintenance				
Goal #2: Create District Goals and/or Strategic Plan				
Overall Rating of the Superintendent				
A. For the goals and standards, which best illustrates the superintendent's greatest strength and why?				

B. For the goals and standards, which presented the superintendent with the greatest challenge and why?

Superintendent Evaluation

Budget Development and Maintenance

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Engages in timely budget planning and actions that consider current and long-range information and data; seeks balance to meet students' current and future needs and be fiscally responsible to community; distributes resources to meet immediate and long-range objectives	Engages in proactive budget actions that consider current information and data; seeks balance to meet the students' needs and be fiscally responsible to community; distributes resources in light of school district goals and immediate objectives	Budget development, resource allocations, and management is focused on meeting immediate needs and fiscal issues. Decisions are primarily reactive to current needs of the school district	Budget knowledge is limited. Budget is developed and managed without taking into consideration current needs of the school district. Resources are allocated without consideration of school district needs

Facilities

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Ensures facilities management plan is in place and effectively communicates the progress of the current construction projects to the board and community.	Ensures facilities management plan is in place and includes the current status of the buildings.	Discusses facilities needs internally, but no plan is created, addresses issues on an as-needed basis.	Facilities management plan is not created; maintenance is performed when absolutely needed..

Central High School

Faculty Handbook 2022-2023



TABLE OF CONTENTS

INTRODUCTION

Mission and Vision Statement	PAGE 01
2022-2023 School Calendar	PAGE 02
Board of Directors	PAGE 03
High School Staff	PAGES 04-05
District Staff	PAGE 05

RESPONSIBILITIES

Performance Responsibilities	PAGES 06-07
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GENERAL STAFF INFORMATION

Duties and Responsibilities for CHS Teachers	PAGE 08
Faculty Hours and Assignments	PAGE 09
Bell Schedule	PAGE 09
Lesson Plans	PAGE 09
Teacher Web Pages	PAGE 09
Progress Reports	PAGE 09
Grading	PAGE 10
Weighted Grades	PAGE 10
Incomplete Grades	PAGE 10
Report Cards	PAGE 10
Honor Roll	PAGE 10
Academic Eligibility Guidelines	PAGES 10-11
Study Skills	PAGES 11-12
Passes	PAGE 12
Bullying and Cyber Bulling Policy	PAGE 12
Classrooms	PAGES 12-13
Fund Raising Activities	PAGE 13
Communiqués	PAGE 13
Teachers in and Out of Classrooms	PAGE 14
Requesting Leave/Absence Procedures	PAGE 14
Substitute Teachers	PAGE 14
Preparing For a Substitute	PAGES 14
Requisitions	PAGE 15
Internet Purchasing	PAGES 15
Grants	PAGE 15
Faculty Meetings/Committee Assignments	PAGE 15
Fire/Lockdown, Severe Weather Drills	PAGES 15
Appliances in Classrooms	PAGE 16
Reporting Student Absences	PAGE 16

TABLE OF CONTENTS

GENERAL STAFF INFORMATION cont.

Illness of Students	PAGE 16
The Exceptional Child	PAGE 16
Field Trips	PAGE 16
Medication Dispensing Policy	PAGES 16-17
Assembly Programs	PAGE 17
Care of the Building	PAGE 17
Students in the Building	PAGE 17
Mail Boxes	PAGE 17
Teacher Dress	PAGE 17
Policy on Smoke/Tobacco Free Environment	PAGE 17
Harassment and Violence Policy	PAGE 18
District Employment	PAGE 18
Student Activities	PAGE 18
Classroom Procedures	PAGE 18
Keys	PAGE 19
Media Center Use	PAGE 19
Band and/or Vocal Lessons	PAGE 19
Electronic Information and Acceptable Use	PAGES 19
Student Classroom Fees	PAGE 20
Daily Announcements	PAGE 20
Pledge of Allegiance	PAGE 20
Mandated Reporting Information	PAGE 21
Discipline	PAGE 21-22
Classroom Management	PAGE 22
Student Discipline	PAGES 22-23
Detention	PAGE 23
Detention Schedule	PAGE 24
Discipline the Greatest Killer of Teachers	PAGE 25
Classroom Management Techniques	PAGE 26
Role of the Principal in Discipline Problems	PAGE 27
Dare to Discipline	PAGE 28
School Maps	PAGES 29-30

EDUCATION IS CENTRAL

MISSION AND VISION STATEMENT

Vision:

Ensuring the next generation will identify ways to positively impact our communities.

Mission Statement:

Educate, Inspire, Empower – Every Student, Every Day

Value Definitions:

Community-Collaborating together to share our success and accomplish our goals.

Kindness-Genuine effort to show compassion for others and realize the value and potential of all.

Integrity-Promoting the highest standards of ethical behavior, fairness and honesty with ourselves and others.

Innovation-Discovering creative opportunities and solutions for purposeful improvement.

Relationships-Creating positive connections that last a lifetime.

2022-23

Central Public Schools

	Students	Teachers
1st Qtr	43	46
2nd Qtr	44	46
3rd Qtr	41	43
4th Qtr	22	22
	167	176

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug. 8-11: Teacher Workshop

Aug 10: Transition Day K-5
(Conferences and open house
individualized by appointment)

Aug 15: Transition Day K-5 by
appointment. 6th, 9th grades at
school. Bussing provided for 6th
and 9th grade.

Aug. 16: First Day of School

Sept. 5: No School Labor Day

Oct. 13: End of 1st Qtr.

Oct. 14: No School; Teacher workshop

Oct. 20 & 21: No School; Fall Recess

Oct. 18 & 27: Elementary Conferences

Oct. 27 & Nov. 3: HS/MS Conferences

Nov. 23, 24 & 25: No School
Teacher Comp. & Thanksgiving Break

Dec. 22: End of 2nd Qtr.

Dec. 23: No School Teacher Workshop

Dec. 24 - 31: No School:
Winter Break

Jan. 2: School Resumes

Jan. 16: No School

Jan. 19 & 26: Elementary Conferences

Jan. 26 & Feb. 2: MS/HS Conferences

Feb. 17 & 20: No School President's Day

March 2: End of 3rd Qtr

March 3: No School Teacher Workshop

March 6: Teacher Comp
March 7-10:
No School Spring Break

April 7: No School

May 5: Last Day of School,
1/2 day, students released after
lunch

May 5: Graduation

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**CENTRAL PUBLIC SCHOOLS #108
BOARD OF DIRECTORS
2022-2023**

Sara Eischens, Chairperson
14850 154th Street
Hamburg, MN 55339
Phone: (Home) 952-467-9490
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Rich Schug, Clerk
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(Cell) 612-418-5890
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Kyle Strickfaden, Treasurer
760 Barnes Lake Drive
Cologne, MN 55322
Phone: (Home) 952-836-6746
e-mail: kstrickfaden@isd108.org

HIGH SCHOOL STAFF

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K-12 Social Counselor

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Support Services

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DISTRICT 108 STAFF

Superintendent

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Middle School Principal

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Elementary Principal

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Community Education

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Bookkeeper/Accountant

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Director of Technology

Steve Anderson 467-7132 samderison@isd108.org

Transportation Director

Jon Rumrill 467-7009 jon@fourpointo.com

Custodians

Keith Artmann – Facility Manager
Dashir

School Lunch Program

Chantelle Eshleman – Food Service Director
Taher

HIGH SCHOOL SUPPORT STAFF

SCHOOL PARAEDUCATORS

Special Education

Deb Stacken 467-7117 dstacken@isd108.org
Mylei Becker 467-7378VM mbecker@isd108.org
Mark Ness 467-7322VM mness@isd108.org

PERFORMANCE RESPONSIBILITIES

ACTIVITIES DIRECTOR

Accountable to: Secondary Principal

1. Organize and administer the overall program of boys/girls athletics for the high school.
2. Cooperate with the administration in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Responsible for scheduling of all interscholastic athletic events.
4. Share responsibility with school administration for general supervision of home events.
5. Prepare and administer athletic program budget.
6. Responsible for coaches conducting equipment inventories at conclusion of season play.

CLASS ADVISORS

Accountable to: Secondary Principal

1. Responsible for class meeting.
2. Funds are properly disbursed and receipted.
3. Consult with principal on dances, purchases and any special class activities.
4. Be chaperone to class dances and enlist the help of other teachers in supervising the activity.

ADVISORS

12th Grade	-	Kirsten Thor and Alexander Rome
11th Grade	-	Sarah Hammers and Adam Halpaus
10th Grade	-	Darrin Fox and Laura Hanson
9th Grade	-	Jay Bollum and Callie Tescher

DEPARTMENT CHAIRPERSONS

Accountable to: Principal

1. Set goals for each school year and give report to the Board on these goals.
2. Work with the Administration, the parent member of the department, and the Curriculum Advisory Committee.
3. Organize building or district meetings of the department, either before or after the school day.
4. Provide members of the department with pertinent information.
5. Furnish the principal's office with information of departmental activities and promote the continued growth and development of the department.
6. Build and manage department budget, including requisitions and purchase orders appropriate to the department curriculum.
7. Consult with the principal on needs and matters of concern within the department.

DEPARTMENT CHAIRPERSONS

- Communications – Jeanne Ide
- Fine Arts – Adam Halpaus
- Math - Christine Ludford
- P.E./Health – Darrin Fox
- Science – Laura Hanson
- Social – Sarah Hammers
- Special Ed – Becca Braun
- Vocational - Jim Mesik

HEAD CUSTODIAN

Accountable to: Principals & Superintendent

1. Primary responsibility for maintenance of mechanical and physical plant.
2. Responsible for custodial staff.
3. Primary responsibility for receipt and shipment of supplies.

SCHOOL NURSE

Accountable to: Principals & Superintendent

1. Monitor students and refer health problems.
2. Liaison with community and social services.
3. Responsible for first aid and emergency care of students.
4. Development of programs for staff and students.

SPECIAL EDUCATION

Accountable to: Principals

1. Supervise the maintenance of necessary Special Education records.
2. Review the periodic reports regarding entry, dismissal or other pertinent information regarding the Special Education needs of students.
3. Supervise the direct program, support and monitoring services provided by the Special Education staff.
4. Serve as an advocate for the needs of Special Education students and staff in the District.
5. Inform administrators regarding the needs of handicapped students in the District.
6. Assist in the Special Education personnel selection processes when requested to do so.
7. Assist in the planning of appropriate in-service programs for Special Education staff.
8. Monitor the parent/teacher communication process to ensure that State Department and Federal guidelines are met.
9. Provide a written summary of the Special Education program to the Superintendent. This will also include areas of future concern that might require intervention.
10. Project staffing needs and staffing distribution annually.

Duties and Responsibilities for Central High School Teachers

It is recognized that a professional educator needs a degree of latitude to utilize his/her skills and talents for the welfare of the students and the community. To facilitate the total program, however, some conformity is needed. The following statements are minimal standards and expectations of job performances for all certified staff at Central High School:

1. Faculty members are to become knowledgeable of school policy as written in student, faculty and District #108 policy guidelines, and observe these policies in the day-to-day operations of the school.
2. **The basic work day shall be from 7:30 a.m. to 3:30 p.m.** Teachers are to be at their assigned duty stations during these hours unless other arrangements have been approved, or meetings have been scheduled. During this workday, teachers are entitled to preparation time and a lunch period. At 7:50 a.m., teachers shall be in or near their classroom and available to students.
3. Faculty members shall remain in the building throughout the contracted school day, including the preparation period, unless permission is granted by a building principal. Those teachers leaving the building during the contracted day, or leaving prior to 3:30 p.m., shall sign out in the Principal's office. This is necessary because of phone calls, messages, or other reasons, which may arise.
4. Full time teachers have a five-period instructional assignment plus a supervision and preparation period. Teachers who teach more than five class periods are considered to be on "overload" and will be compensated according to the Master Contract for this additional assignment.
5. The teacher's supervision period may be assigned as a study hall, lunch duty, or other supervisory duty. The building principal makes such assignments as needed.
6. General building supervision is a responsibility of all staff members. Inappropriate student conduct should be dealt with on location. If needed request assistance from the office. **Teachers are expected to help with hallway supervision by being at their door during student passing times.**
7. Attendance is required at all faculty meetings. Activities should be scheduled to not interfere with staff meetings. **Faculty meetings will be held the last Friday of the month at 7:30 a.m., unless otherwise noted.**
8. Professional Learning Community Groups (PLC's) will meet weekly on Wednesday mornings, beginning at 7:00 a.m. in your assigned PLC leader's classroom.
9. Each staff member will be placed in a small group, or "cluster," which will meet the 2nd Thursday of every month at 7:30 a.m. These meetings will be facilitated by Faculty Council members who will then meet with the Principal.
10. Faculty members should keep abreast of modern educational practices and procedures by reading current literature and attending meetings.
11. The public should be informed of curricular and extra-curricular programs. Each staff member is encouraged to arrange press and radio releases and assist with the interpretation of school programs to the public. Newsworthy items should be typed and turned into the office for distribution.
12. Teachers absent due to meetings, illness, and other causes, have responsibility for planning class activity during their absence. The substitute must be provided with plans that enable him/her to carry on the work of the class. (See Substitute Teachers procedure)

Faculty Hours & Assignments

The basic workday shall be from 7:30 a.m. to 3:30 p.m. Teachers are to be at their assigned duty stations during these hours unless other arrangements have been approved, or meetings have been scheduled. During this workday, teachers are entitled to preparation time and a lunch period.

1. If you have to leave prior to 3:30 p.m., please notify the office. This is necessary because of phone calls, messages, or other reasons for which we might need to contact you.
2. Teachers should be in their classrooms by 7:50 a.m. when students begin making their way toward their first scheduled classroom, ready to begin the day, at 8:00 a.m.
3. Full-time teachers have a five-period instructional assignment plus a supervision and preparation period. Teachers who teach more than five class periods are considered to be on "overload" and will be compensated according to the Master Contract for this additional assignment.
4. The teacher's supervision period may be assigned as a study hall, lunch duty, or other supervisory duty. The building principal will assign as needed.
5. Channel One time will be incorporated into a designated period of the day. Please use this reserved time to watch Channel One and discuss current events, not as additional class time.
6. Raider Time will take place every Friday in place of Channel One Time.

Bell Schedule

The first bell will ring at 7:55 a.m. and students will report to classes by 8:00 a.m. Students will have 4 minutes passing time between classes.

Students who arrive in class more than 15 minutes after the bell are considered absent from that class. Late arrival of less than 15 minutes is considered to be a tardy.

Lesson Plans

There are planning books available in the high school office. If you prefer to write lesson plans on the computer, you may do so. Whichever way you choose, lesson plans should include or accomplish the following:

1. Plans for at least a week of classes for each course.
2. Specific daily measurable objectives for each class.
3. When you are introducing an academic standard in a course, please indicate that on the lesson plan for that day and highlight it in some way.

Teacher Web Pages

Teacher web pages are an effective way of communicating with students and parents regarding what has, is, or is going to take place in a given class. The expectation is that individual teacher web pages are updated weekly to provide students and parents with a brief explanation of what is taking place every week.

Progress Reports

Progress reports are to be completed and submitted/mailed for every student at mid-quarter throughout the year. You should consider sending them whenever a student's performance is sub-standard as well. This submission/mailing includes reports for good progress as well as deficiency situations. Staff should mail progress reports via the grade book program option. Three copies will be made: one each for the teacher, the parents, and the student's file. The office will mail the reports and file the student copy.

It is absolutely essential that any parent of a student who is failing be informed of that at the earliest possible time. A failing grade for the quarter or semester will be reviewed for a possible grade change, if a progress report was not submitted, indicating the danger of failure, and documented communication did not take place with parents of students in jeopardy of receiving a failing grade.

Staff members will be notified of the mid-quarter deadline for progress report preparation a week in advance of the mailing date.

Grading

Grades are to be given each quarter and credit assigned at the end of the school year. Grades will range from A to F with plus (+) or minus (-) designations as appropriate. Grades are weighted according to the following scale for computation of the grade point average (GPA):

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = .67
C+ = 2.33	F = 0.00

Software from Infinite Campus will be used when grades to the office when due. Instructions from the office staff will be provided at a meeting prior to the first need to use this part of the student record system. Parents will be able to “view only” grades and attendance of their children online via the Online Parent program, therefore it is critical that you keep student grades current and up to date. Teachers are to have grades updated in the Infinite Campus computer program by the first day of each school week.

Weighted Grades

In order to encourage students to take AP (Advanced Placement) and CIS (College in the Schools) courses, these classes will be weighted on a 5-point scale vs. a 4-point scale for all other classes. Therefore, the value of an A in AP and CIS courses will be 5 points vs. 4 for all other classes, a B will have a value of 4 points vs. 3 points, etc.

Incomplete Grades

Students having an incomplete (I) on their report card have a maximum of one week (5 school days) from the day that report cards are issued. At the end of this period the incomplete will be automatically changed to a failing mark if no other grade is subsequently awarded by the teacher. Any exceptions to this procedure should be given in writing to the office administrative assistant.

Students who receive an incomplete at the end of a grading period will not be eligible for honor roll status, even if the incomplete is made up according to the above procedure. Not completing school work on time makes a student ineligible for honors recognition despite eventual grades earned. Exceptions may be granted for extenuating circumstances by the building principal, such as serious illness, or other cause of extended absence.

Report Cards

Report cards will be computer generated and submitted/sent home at the end of each quarter. Grades are transmitted by computer to the high school office (comments can also be transmitted for inclusion on the report card).

Honor Roll

The Honor Roll will be determined each quarter. This will be done immediately upon issuance of the report cards. (See note above about incompletes.) The honor roll will be reported to the press in three lists: (1) straight A – 4.00, (2) A honor roll, or high honors – 3.67-3.99 GPA, (3) B honor roll, or honors- 3.00-3.66 GPA.

Academic Eligibility Guidelines

Academic achievement and extra-curricular activity participation go hand in hand to promote the educational growth of each student. Whenever there is a question of priority, however, we at Central High School believe that academics should take precedence. For this reason and to encourage student achievement in both curricular and extra-curricular areas, the following academic standards and eligibility guidelines have been established:

1. In order to be academically eligible for extra-curricular events in Sports; Cheerleading; Speech; Music or Drama; Student Council; National Honor Society; and another student organizations, a student must maintain passing grades (D- or above) in all his/her courses.
 - a. After mid-quarter time, a student must have no failing grades in any class.
 - b. If the grades are not raised to a passing level, within one school week, students will lose eligibility in all events until grade is raised to a passing level.
Exception: Music does not fall under this rule due to attendance requirement for grading purposes.
2. A student must have a C- average, (1.67 GPA) and no failing grades in any class at the end of each quarter grading period in order to be eligible to participate. Following confirmation of an academic violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in the next grading period, for which the student is a participant, whichever is greater. Students with Individual Education Plans (IEP's) who are meeting goals and objectives of their program will be eligible to participate in any and all activities.
Exceptions;
 - a. Music and Drama (see Category II consequences on Page 22)
 - b. Due to shortened length of Football, Knowledge Bowl, Speech, and FFA seasons and the number of games/events, the academic violation consequence will be one week or one event whichever is greater.
 - c. Wrestling triangular or tournament will serve as 2 events.
3. If at any time, after grades are raised to a passing level, grades that are not maintained at a passing level, the student will become immediately ineligible for that activity until the grade is raised again to a passing level.
4. Students must participate and be in good standings the entire season to fulfill academic and MSHSL violations.
5. Any student that has an academic or MSHSL violation is not eligible to leave early with their team.

Study Skills

The CHS staff believes that if students will use the study skills taught in the various content areas, academic performance will improve. To that end, student study halls will play an important role in the following ways.

1. Study halls will now be called study skills period.
2. **Each staff member will be responsible to include in their curriculum, lessons designed to teach study skill development which concentrates on their particular content area.**
3. Students will be graded on their study skill performance by receiving an A, B, C, or D.
No +’s or – ’s will be given for study skill grades.
4. Staff will use an objective checklist to mark student’s Study Skills performance. Students will receive a check mark when they stray off task. For Example: Unexcused tardies, talking, sleeping, no materials to work on, improper passes, room vandalism, wandering around room, etc. Grades break down as follows:
 - 0-5 check marks during the quarter = A
 - 6-10 check marks during the quarter = B
 - 11-15 check marks during the quarter = C
 - 16 - 20 check marks during the quarter = D
 - 21+ check marks during the quarter = F

All students will start their Study Skills Period with zero check marks. Therefore, everyone will start with an A.

5. Study Skills grade will be included in student G.P.A. However, students in Study Skills will not earn credit/credits toward graduation. The study skills grade will count toward G.P.A. at 50% of the normal grade weight.
6. Seniors who participate in open study skills, will not receive a grade or grade points for study skills.

Passes

Teachers wishing to see students from Study Skills period must give the student a pass to be presented to the study skill supervisor. Teachers must not give students a pass out of another teacher's class unless first cleared with the other teacher. Students requesting to use the Media Center during their study skills period must have a pass from the teacher whose subject area is being worked on in the Media Center. Study Skills passes to the Media Center must be specific to what the student is working on. If a teacher wishes to send a student out of the building, it must be cleared through the principal's office and the student's parents.

Bullying and Cyber-bullying Prohibition Policy

It is the policy of the school district to maintain a learning and working environment that is free from bullying which includes, not only students who are directly engaged in an act of bullying but also students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or school staff.

Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of: harming a student; damaging a student's property; placing a student in reasonable fear of harm to his or her person or property; or creating a hostile education environment for a student. These circumstances also apply to bullying acts toward school staff.

No teacher, coach, administrator, or other employee of Central Public Schools will permit, condone, or tolerate bullying.

Complaints of bullying can be made to the principal by completing a written report form. Oral reports shall be considered complaints as well. False accusations or reports of bullying against another student are prohibited and may result in discipline. All complaints will be investigated and acted upon appropriately.

Bullying among students, or directed at school staff, may result in positive behavioral interventions up to and including suspension and/or expulsion. The circumstances of each bullying incident will be considered, which may include developmental and maturity levels of the parties involved, levels of harm and nature of behavior, relationship between parties involved, past incidents or continuing pattern of behavior, and the context in which the alleged incidents occurred to determine appropriate consequences.

Policy on this issue is extensive and space does not allow for complete printing here. This policy is available in the school offices and posted by the principal office for public viewing at any time.

Classrooms

The general appearance of the classroom is the teacher's responsibility.

1. Please do not allow students to sit on the backs and tops of desks and tables. Do not allow students to lean against walls. Keep student chairs away from the walls to help prevent marring of walls.
2. Desks and tabletops should be kept free of drawings and writing. Please check them frequently and do whatever is necessary to keep them clean. If students are vandalizing school property or others' property, they should be reported to the principal's office immediately.

3. While we encourage grouping and re-arranging seating on occasion to facilitate learning, students need to understand that school property needs to be treated with care. If desks and tables are moved, please do it quietly and safely. If you share a room, consider the other teacher's needs.
4. Room decorations related to courses you teach or other themes add a lot to the classroom atmosphere. Be careful not to create distractions.
5. No food or pop are allowed in classrooms. Students may drink bottled water if they so choose. Food that is directly related to classroom projects and curriculum will be allowed.
6. For those who have tables in the classroom, have students put chairs up at the end of the day to facilitate cleaning of the room.
7. Rooms are to be kept neat and orderly. This is the responsibility of the classroom teacher.

If there are some specific problems regarding the appearance or condition of your classroom, please notify a custodian or maintenance person, preferably by completing a Custodial Work Request Form (available in the High School Office), unless it is an emergency or safety threat. Report damage, burned out lights, broken furniture, etc. as soon as possible.

Fund Raising Activities

The scheduling of fund-raising activities, and the purpose for which these funds are to be used, is to be done on the appropriate request forms available in the High School office. All such requests must be pre-approved by building administration and the superintendent before the activity begins. Selling of products within the school day not to be carried into classrooms, or in any area of the building without the express permission of the building principal and teachers involved. Additionally, please avoid the duplication of fundraising activities and should be spaced appropriately throughout the school year as to not fall within the months of November and December.

Communiqués (Handouts, Mailings, Emails, and Phone calls)

Any materials, letters, notices, etc. given out to students or mailed to parents are a direct reflection, good or bad, on the school and the person sending or handing out the material. Be sure such items are professional in appearance and content. Any major handouts or mailings should be copied to the Principal prior to distribution, because inquiries about them are often directed there.

Be positive and proactive in your communications with students and parents. For example, "Jimmy does nothing" versus "Jimmy must use class time more wisely" communicates the same message to parents, but the latter may produce more favorable results.

Be very careful in writing email messages. It is preferred that staff members talk to parents if they are to discuss issues where conflict may arise. Written statements can be misinterpreted. When writing, identify facts and positive comments to the greatest extent.

Some precautions for faculty members who fill out unsatisfactory work reports:

1. Never indicate by blunt statement that the student is failing for the year. You might indicate that unless he/she deviates from the present achievement, there is a strong possibility that he/she will fail.
2. Parents never receive other statements of opinion by a teacher very well. These include such statements as, "student is lazy", "student must not get enough sleep", "student picks wrong friends", etc.
3. The statements which carry the greatest impact with parents are statements of fact, such as: "Student was absent 12 days and has not turned in any make-up work although assignments were given to them", "Arrangements were made for after-school help and they never appeared", "failed three-unit tests", etc.
4. Finally, an indication that you as a teacher are concerned along with the parents about the poor work of the student places them on your side.

Teachers in and Out of Classrooms

It is expected that teachers be in their classrooms whenever assigned to students. Coaches, be with players when you are responsible for them. If an emergency makes it necessary to leave the classroom, call the high school office or alert the neighboring teacher that you must leave. There is no legal defense, for any of us, if something should happen such as injury, or medical emergency, when students are left unsupervised.

It is also expected that teachers be at their classroom doors or in the hallway during student passing times, visible to passing students. This not only helps with between-class supervision, but also provides a good opportunity for teachers to greet their students as they arrive for class.

Requesting Leave/Absence Procedures

Teachers who know in advance that they will not be at school, should enter the absence in Frontline AESOP at the earliest possible time. This will help insure that a substitute teacher can be obtained for the absence.

Substitute Teachers

Short term substitutes are placed in impossible situations when no assignments or very indefinite assignments are left for them. On the other hand, they should not be expected to continue with class plans which may include such procedures as introduction of new units or oral discussion unless there has been a consultation with them at least one day in advance to determine whether or not the substitute feels qualified to undertake such an assignment. To make these assignments effective, usually more time is needed for preparation than substitute teachers have available after they have been called. Seating charts should be completed for each class and be available in the classroom office desk.

When a teacher is ill, and it becomes necessary to be absent, teachers will be using the Frontline AESOP system.

Preparing for a Substitute (Guest Teacher)

- A. File in your desk or school office, a:
 - 1. Daily schedule with special day changes.
 - 2. Seating chart or lists of students by class periods.
 - 3. Location of texts, answers, supplies, facilities.
 - 4. Class rules and behavior expectations - consequences.
 - 5. Procedural directions - attendance, lunch count, fire drills, assemblies, passing between rooms, homework and grading methods, etc.
 - 6. Student information - instructional groupings and texts, student leaders and helpers, potential problem students and plans for dealing with them, special needs students, time and place they may leave room to get help.
 - 7. Other duties - hall, lunch, bus monitor, etc.
 - 8. Time filler or fun activities - games, puzzle, art, etc.
- B. Buddy or neighbor teacher plan to assist substitute (guest teacher).
- C. Preparing students in advance.
 - 1. Substitute or "guest teacher" is a trained professional who is a faculty member for that time.
 - 2. Guest teacher will be carrying out your plans for class work, behavior, and consequences.
 - 3. Follow through with infractions when you return.
 - 4. Do not re-teach lesson, but do check for understanding.
 - 5. Students have responsibility to help sub - may appoint helpers.
 - 6. Students goal is to maintain positive reputation for learning and behavior.

Requisitions

All instructors should be researching new material all year. If additional material is needed, teachers are to fill out an online requisition form and submit it for review. Text adoption will follow the curriculum cycle and will be part of each department's budget.

Internet Purchasing

There will be no school purchases allowed using the schools or your personal computers without prior approval from the administration. No personal purchases are allowed on the school computers at any time.

Grants

Teachers who wish to apply for any of the various grant opportunities that arise over the course of a year may do so only after administrative pre-approval. If the grant is awarded, a copy of the grant must be submitted to your building principal and the district office to allow for proper budgeting of the received grant money.

Faculty Meetings/Committee Assignments

Faculty meetings are scheduled as needed, and will usually be held on the last Friday of the month at 7:30 a.m. Agenda items may be added by submitting them in writing to the Principal. Faculty meetings are mandatory.

Certain committees will function during the school year, and most faculty members will be involved in one or more such groups. It benefits the school and the district when teachers participate in these groups.

Fire, Lockdown, and Severe Weather Drills

The state law requires that schools have five fire drills, five lock down drills, and at least one severe weather drill during the school year. Fire drills will be held more often in the spring and fall so fewer drills may be held in cold weather.

Teachers are responsible for explaining the regulations of these drills to each of their classes and the procedure that will govern in case of a drill or an actual emergency. Please refer to the District 108 Crisis Plan Manual for details concerning these issues.

The following regulations will be used:

1. Teachers will know and inform their classes of evacuation or lockdown procedure.
2. Teachers will lead their students to the exit (fire and severe weather).
3. Teachers must always bring their yellow emergency folder with them when leaving the building. This should contain a list of students in the teacher's advisory which can be used to take roll at a later time.
4. Movement will be by brisk step, but no running.
5. The outside exit doors are to be held open by the first student reaching the area and closed when all have exited (fire only).
6. Each teacher should be able to account for all students under their supervision.
7. Do not reenter the building while the alarm is sounding – wait until "all clear" is notified by the administration.
8. Fire drill and Severe Weather procedure must be posted in each classroom. The Lockdown procedure must be identified but specific code words to end a lockdown must remain confidential. The specifics for these drills are found in the Emergency Action Plan.

Appliances in Classrooms

Central Public Schools will adhere to recommendations by the state fire marshal and best practices as determined by Health and Safety standards. Coffee pots and microwaves are located in the staff break room.

Report Student Absences

Absences and tardies should be recorded daily on the school attendance software. Please strive for accuracy in tardies and daily attendance. Please note students who have been absent for three or more consecutive days. This information must be current and accurate to proactively address student attendance issues.

Illness of Students

If a student becomes ill or appears ill, the teacher is to send the student to the nurse's office with a signed pass from the teacher. When necessary, the student should be accompanied by a reliable person. If the student is to be sent home or to a doctor, the parents or guardian will be notified.

The Exceptional Child

Teachers are encouraged to look at the cumulative folders of the students in their classes and to talk with the counselor about their students. The cumulative folders are located in the counseling office. Teachers should attempt to identify children with both gifted and learning-disabled traits and work individually with these students.

Field Trips

Field trips, like the use of other aids, must be part of planning. They must make a direct contribution toward achievement. The trip must be planned in detail sometime in advance. A bus request slip must be presented to the transportation supervisor at least five (5) days before the planned field trip. Parent's permission must be obtained for each child to participate. Permission slips may be obtained in the office.

Please keep the following in mind when planning a field trip for your class:

- A. Staff members must provide a viable alternative learning experience for those students not going on a field trip.
- B. Money for trips is limited. Some costs, including substitutes, transportation and fees must be covered by the students.
- C. No field trips should be made the last two weeks of school.

Medication Dispensing Policy

Parents are encouraged to arrange the administration of medication (prescription or over-the-counter drugs) to their children during non-school hours. This is especially important because a nurse is not always on duty at Central High School. If it is necessary for a child to be given medication at school, the following procedure will be used:

- A. All medication must be in the original container that it was purchased in and be labeled. This includes cough drops.
- B. Labeling of Medicine
 - 1. Prescription drugs must include the patient's name; name, address, and telephone number of issuing pharmacy; name of the prescribing physician; directions for use and the name and manufacturer of the drug.
 - 2. Over the counter drugs must be in the original container and also have attached to it the patient's name and directions for use. Aspirin will not be dispensed as an analgesic at school due to its association with Reyes Syndrome.
- C. All medications must be accompanied with a permission message signed by parent or guardian and a doctor's signed prescription.
- D. Medications will be kept in the health office in a locked drawer and dispensed by the health aide. This procedure complies with Minnesota Statute 123.35 & 126.202. Ritalin, Dexedrine, and other controlled drugs will be counted by the health aide when the prescriptions are received.
- E. Students whose temperature is measured at 100 degrees or higher will be sent home regardless of medication that is sent with the child.

Your help and cooperation are needed to insure the safest possible situation regarding the administration of medication to students at Central Public Schools. If there are any questions or concerns about this procedure, please call the principal.

Assembly Programs

All teachers are to attend assembly programs and pep fests, as these are an integral part of the curriculum. It is the responsibility of each teacher to see that students are attentive and orderly. Teachers are to disperse themselves throughout the student population and help maintain order. Assembly programs are not scheduled with the intent of giving teachers another hour of preparation.

Care of the Building

Correct student attitude toward our new building can only be developed if every teacher will cooperate and enforce strict regulations. Students marring furniture, walls, floors, lockers, etc., are to be referred immediately to a principal.

General appearance of the room is the responsibility of the teacher to whom it is assigned. We ask that all teachers be very vigilant in watching the condition of the building and school property.

Students in the Building

Faculty members assigned to activities are responsible for the students in the building after school hours. Do not allow students to remain in the building for make-up work or participation in an activity unless an instructor is present and responsible for them. This is a collective responsibility. Teachers are encouraged to invite students to remain after school for help.

After school, students should leave the building as soon as possible.

Mail boxes

Faculty mail boxes are located in the High School office. It is imperative that all teachers check their mail boxes as soon as they arrive. Mail boxes should be checked once or twice daily. Mailboxes are not to be used for advertisement or promotion of personal business interests.

Teacher Dress

Although this should be taken for granted, teacher dress is important to the profession. Please dress as befits the profession. To be recognized as professional people, we should dress accordingly. Central High School staff have always upheld high standards in this regard. Nice looking blue jeans (no rips or frays) are only acceptable on designated "spirit days," **and must be worn with Central Raider clothing.** Spirit days will be on Fridays, unless otherwise specified.

Policy on Smoke/Tobacco Free Environment

The 1992 Legislature enacted M.S. 144.4165, Sec. 3, which prohibits tobacco products in public schools. The language specifies that,

"No person shall at any time smoke or use any other tobacco product in a public school, as defined in section 120.05, subdivision 2. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts, for or controls. This prohibition does not apply to a technical college." Any person who violates M.S. 144.4165 is guilty of a petty misdemeanor.

Harassment and Violence Policy

School District #108 is committed to providing a safe, positive learning and working environment for everyone. It is the policy of the school district to maintain a learning and working environment free of religious, racial or sexual harassment and violence. Please see the Student Handbook for further detail regarding this policy.

District Employment

Applies to all aspects of the District's employment programs, including but not limited to recruitment, advertising, process of application of employment, promotion, granting of tenure, termination, layoffs, wages, job assignments, leaves of absence of all types, fringe benefits, training programs, employer-sponsored programs, including social or recreational programs and any other term, condition or privilege of employment. Specifically, the following personnel employment practices are prohibited.

- a. **Recruitment.** Recruitment of employees from entities which furnish as applicants only or predominately members of one sex, if such action has the effect of discriminating on the basis of sex;
- b. **Compensation.** Establishment of rates of pay on the basis of sex;
- c. **Job Classification.** Classification of jobs as being for males or females;
- d. **Fringe Benefits.** Provision of fringe benefits on basis of sex; all fringe benefit plans must treat males and females equally;
- e. **Marital and Parental Status.** Any action based on marital or parental status; pregnancies are considered temporary disabilities for all job-related purposes and shall be accorded the same treatment by the District as all other temporary disabilities.
- f. **Employment Advertising.** Any expression of preference, limitation, or specification based on sex, unless sex is a BONA FIDE occupational qualification for the particular job in question.
- g. **Physical or Verbal Harassment.** The District and its employees will maintain a working atmosphere free of discriminating insult, insinuation or intimidation and all forms of employee sexual harassment, verbal or physical.

Student Activities

The general policies that will be adopted for student activities are as follows:

1. All student activities scheduled shall be approved by a building principal.
2. All dates for activities for the high school must be approved by a building principal.
3. No special parties shall be made a part of the class period at Christmas or other periods of the year.
4. Arrangements, which set a certain time for students to be at the building, must have organized supervision. Be prompt. This is not a custodian's job.
5. If you are in charge of students in the building when custodians are off duty, you must be the last to leave and the doors must be locked.

Some Basic Rules and Procedures

Classroom Procedures

If you keep students after class, be sure to give them a pass to their next class. The office will not issue passes in such cases because they cannot be verified as legitimate. If a student needs to leave class, please make sure the student is issued a pass, as students will be challenged to show a pass by office personnel, administration or a teacher if they are in the hallway during class time. Teachers are encouraged to keep students in the classroom as much as possible.

Require an ADMIT slip from any student who was absent the previous day(s). Check to see if the slip is marked “excused” or “unexcused” by office personnel. Please inform your students the first week of school about how you handle advanced makeup slips, missed tests, unexcused absences, etc. Most of these situations are covered by policy. An up-to-date policy handbook is available in the office. Copies of policies can be made available upon request.

Be accurate and timely in your attendance reporting. Everyone is on the JMC computer system and we gather attendance information through the computer system at the beginning of the day. It is critical that you file absences with the high school office at the beginning of the period.

Students who are more than 15 minutes late to a class are considered absent (rather than tardy). Students not in class by 8:15 a.m. should be reported as absent; those who arrive by 8:14 AM are considered tardy, and any student more than 15 minutes late should be reported as absent, rather than tardy. These time frames apply to all classes throughout the day. If you change the status of a student’s attendance, be sure to notify the office at your earliest convenience, and no later than the end of the school day.

Keys

All teachers will be supplied with keys for their classroom and are requested to take special care not to lose them. In addition, **teachers are not to loan out their keys** to students or persons not associated with the school. Teachers will also be given a scanner card to enter the building.

Media Center Use

The Media Center will be open during the regular school day (7:30 a.m. to 3:30 p.m.). Instructors wishing to take their classes to the Media Center are to contact the specialist in advance. All students wishing to use the Media Center are to abide by all school regulations.

Band and/or Vocal Lessons

Band and vocal lessons will be scheduled by the respective instructor on rotational schedule. Band and choir students are to get their assignments prior to leaving class and notify their instructor one day prior to a lesson. No students are to be kept from the next class period because of a band or vocal lesson. The band and choir instructors will make extra efforts to ensure that students will not miss more than a portion of one class period every 5th or 6th week. **Band and choir instructors are strongly encouraged to schedule lessons during study halls, the noon hour, or before/after school.**

Electronic Information and Acceptable Use

In addition to daily announcements and grades, other communications will be handled through the e-mail system. Read e-mail on a regular basis. If emergencies arise, proper notification to teachers will be made. Long distance calls will need to be made in the High School work room. Personal long-distance calls will be billed back to the caller. Use of a personal calling card will cut back on the need for billing.

Staff members are responsible for monitoring their computer including email, internet, and material saved under their domain. Inappropriate materials, downloaded or found on District equipment will yield an administrative investigation and may result in disciplinary action as followed in Board policy. Staff members are instructed to delete inappropriate emails received, immediately, and not to save them on District equipment. If a staff member finds inappropriate material/web site pop-ups, etc., on their computer, they are to report it immediately to administration to be considered held harmless.

Student/Classroom Fees

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

1. A project in art, home economics, industrial arts or some other course that is in excess of the material requirements of the minimum course outlines, provided that the student elects to do such a project with the approval of the instructor. The student may elect to take such projects home, and cost of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with approval of the instructor.
2. Cost of school equipment or materials destroyed or broken or unduly damaged through carelessness or failure to follow instruction, in the amount necessary to restore the item involved to service.
3. Costs of field trips which are made available from time to time but are not required as a part of a course should the students elect to participate in the field trip.
4. Costs of the yearbook, graduation announcements or class rings should the student elect to order any of these items.
5. Admission fees for concerts, plays, athletic events and other programs or activities which the student may attend at his/her option.
6. Money payments: All payments or fees should be through the High School Office. A student should receive a receipt for all payments.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes and other items of personal equipment. Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means. These procedures are in accordance with and governed by the MINNESOTA PUBLIC SCHOOL FEE LAW, MSA 120.71-120.76.

Daily Announcements

Daily high school announcements will be presented by the Media News class at the beginning of each day. These announcements will also be e-mailed to teachers. If you have anything you would like to put in the announcements, **please e-mail it to the Media News Class by 2:00 p.m. the previous day.**

Pledge of Allegiance

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The pledge will be recited period one on the first school day of each week.

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so and sit quietly during the pledge. Students and school personnel must respect another person's right to make that choice.

Mandated Reporting Information

Who is mandated to report suspected child abuse and neglect?

- Doctors, nurses, mental health workers, nursing home employees, dentist, and other health care professionals.
- Social Workers, Foster Care Providers, Group Home Staff, Child Mentors.
- Educators and Other School Staff.
- Child Care Workers – both home and daycare centers.
- Law Enforcement Officers.
- Guardians ad Litem.
- Probation and correctional services.

Minnesota Statute 626.556 Requires mandated reporters to report when they have reason to believe:

1. A child is being abused or neglected, and
2. A child has been abused or neglected in the previous three (3) years.

Minnesota Statute 626.556 also -

- Protects reporters who report child abused in good faith from civil liability (626.556 subd. 4)
- States that mandated reporters who fail to report can be found guilty of a misdemeanor (626.556 subd. 6)
- States that the legal responsibility for reporting child abuse and neglect remains with the person who initially becomes aware of the allegation. It is not and cannot be passed on to others (supervisors, etc.)

Questions you will be asked –

- The alleged victim's location and safety.
- Name and address of the family or facility.
- About the alleged victim's condition or injuries.
- If there are any witnesses and their information.
- Date and time of alleged incident.
- Birthdates and other identifying information.
- Your name, address, phone number and relationship to the child.

When should you make a report?

If you know or have reason to believe a child has been abused or neglected in the previous three (3) years:

1. Make a verbal report immediately or as soon as possible (within 24 hours).
2. Follow-up with a written report within 72 hours.
3. When in doubt, make the report!!

Carver County Community Social Services Child Protection Intake
952-361-1600

Discipline

Teachers are required to have a written discipline plan, a summary of which should be posted in the classroom during the first week of school. Policies applicable to your room (which may be in addition to general school policies) should be carefully explained to your students. A process of setting rules, informing students of those rules and the consequences, and administering them equitably will provide a strong basis for classroom control.

Good discipline is that method of behavior control, which produces constructive learning outcomes. The school must help the student learn how to manage his own behavior so that it does not interfere with the learning opportunities of other students or create unnecessary interference with essential school regulations.

Discipline within the school has among its aims to teach the student that liberty and freedom are founded upon social restraint, to equip the student with right habits for proper living, and to maintain a condition of order that will make for greatest efficiency in serving instructional aims and preserving public property.

1. Corporal Punishment is prohibited by the following 1989 legislation:
BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA: Section 1.
[127.45]
[CORPORAL PUNISHMENT PROHIBITED.] SUBDIVISION 1. [DEFINITION].
For the purpose of the section, "corporal punishment" means conduct involving:
(1.) hitting or spanking a person with or without an object; or
(2.) unreasonable physical force that causes bodily harm or substantial emotional harm.

SUBD.2. [PROHIBITION.] An employee or agent of a public-school district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. Whenever it becomes necessary to use physical restraint, parents will be notified of the occurrence.
3. Good discipline is proactive and positive rather than reactive and negative in nature. It consists of keeping students interested and busy doing something constructive rather than punishing them for doing things that are anti-social.

Classroom Management

Students who refuse to participate in regular classroom work and are disruptive will be subject to the following:

- A. First Offense – Teacher intervention and referral sent home, followed up by an e-mail, or phone call.
- B. Second Offense – One detention period with teacher and referral sent home with copy to the office, followed up by an e-mail, or phone call.
- C. Third Offense – Teacher sets up meeting with parents, and student in the classroom. (Principal may be included; if not, submit a summary of meeting for documentation.)
- D. Fourth Offense – Teacher requests that the principal set up conference in office with parents, student and teacher.

Student Discipline

Code of Conduct: Unacceptable student behavior will be subject to disciplinary action in accordance with District Policy. The Student Discipline Policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles or any other vehicles approved for school district purposes. Student discipline is applied to any student conduct, at any time or in any place, when it interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

Disciplinary Action: Discipline action for the unacceptable behavior described in this policy may include, but is not limited to:

1. Meeting with the teacher, counselor, or principal;
2. Detention or restriction or loss of privileges;
3. Parent contact;
4. Parent conference;
5. Modified school programs;
6. Removal from class;

7. Suspension;
8. Exclusion;
9. Expulsion.

A teacher, school employee, school bus driver or other agent of the district may use reasonable force in compliance with MN Statutes 121A.582, other laws, and District Policy.

Removal from class: Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. "Removal from class" is the short-term exclusion of a student from class during which the school retains the custody of the student. A staff member shall escort students removed from class to the High School office. The removed student shall be accompanied by a staff member and seated in the High School office until the principal or their designee conferences with the student.

The principal or designee shall conference with the teacher and may request a written report regarding the removal of the student. The removal from class may be imposed without an informal administrative conference where it appears the student has created an immediate and substantial disruption to themselves or to persons or property around them. The length of time of the removal from class shall be at the discretion of the principal. Students shall be returned to class upon completion of the terms of the removal established at an informal administrative conference. These terms may include, but are not limited to, parent contact, parent conference, disciplinary action, and a readmission plan.

The principal or designee will determine if a referral to special education services for assessments, or if a review of the current Individual Education Plan of a disabled student, is needed. The removal of a student from class shall not exceed five (5) class periods.

Detention

A school detention system will be in place after the first week of school. Detentions will be scheduled from 3:05 p.m. to 3:45 p.m. on Tuesday and Thursday afternoons. Detention will be assigned by the administrators only and will be facilitated on a rotating basis by classroom teachers. Please review the detention schedule, as all staff will be assigned a given week. Homeroom detentions by individual teachers are encouraged.

WILL UPDATE STAFF DETENTION SCHEDULE BEFORE SCHOOL STARTS

**2022-2023 CENTRAL HIGH SCHOOL
STAFF DETENTION SCHEDULE**

Staff will supervise detention on Monday and Tuesday from 2:35-3:15 pm. (Note there are some exceptions).

SEPTEMBER

Jeanne Ide	13, 14
Jim Mesik	20, 21
New Business	27, 28

MARCH

Brittany Schmidt	Feb. 28, Mar. 1
Patric Pehrson	7, 8
Lynn Panning	14, 15
Laura Hanson	28, 29

OCTOBER

Amber Kester	4, 5
Mike Kray	11, 12
Taylor Kriz	18, 19
Hunter Thompson	25, 26

APRIL

Jeanne Ide	4
Jim Mesik	5
New Business	11
Amber Kester	12
Taylor Gort	18
Laura Hanson	19
Wade Degler	25
Adam Halpaus	26

NOVEMBER

Wade Degler	1, 2
Adam Halpaus	8
Lynn Panning	15, 16
Jenna Leonard	29

MAY

Jenna Leonard	2
Hunter Thompson	3
Sarah Hammers	9
Ashley Williams	10
Adam Halpaus	16
Katie Kennedy	17
Cassandra Ostergard	23
Jay Bollum	24

DECEMBER

Sarah Hammers	6
Ashley Williams	13, 14
Patric Pehrson	20, 21

JANUARY

Jay Bollum	3, 4
Alexander Rome	10, 11
Chris Ludford	24, 25

FEBRUARY

Katie Kennedy	Jan. 31, Feb. 1
Cassandra Ostergard	7, 8
Jim McCullum	14, 15
Kelly Street	22

Discipline: The Greatest Killer of Teachers

The greatest teacher in the world cannot teach unless good classroom discipline is maintained. Likewise, a good disciplinarian does not necessarily make a good teacher. Although none of the following principles are new, how many of them do you apply?

1. Learn all you can about previous school experiences of your students (but do not let this information bias you).
2. Be prepared for class. Ten seconds of idle time can develop into 10 minutes of problems.
3. Make your assignments reasonable and clear. Assignments and instruction must be different for Jr. High compared to Sr. High students.
4. Be a good and neat dresser, be businesslike, and be friendly.
5. Be prepared for the unexpected (whatever it may be).
6. Keep rules to a minimum -- basic rules are needed, but many rules have no real purpose.
7. Be consistent for the entire school year.
8. It is not recommended to punish the entire class for the actions of a few.
9. Never say anything to a student in front of a class that you would not say in the presence of his or her parents.
10. Never, never, never humiliate a student in front of others.
11. Students have plenty of buddies. Don't be a buddy; be a teacher.
12. Don't be afraid to apologize.
13. Use the telephone. Let the parents work with you.
14. Never argue with a student in front of the class. The odds are 25 to 1 that you'll lose.
Conference in private.
15. Believe it or not -- don't see and hear everything.
16. Be enthusiastic -- it's contagious.
17. Don't be a screamer. A barking teacher does nothing but make noise.
18. Don't make study a punishment. You cannot motivate a student to "learn a punishment."
Think about that statement.
19. Know your students' hobbies, interests, problems, friends, etc., and show a sincere interest in these things.
20. Keep administrators informed when dealing with problem students.

Classroom Management Techniques

Following is a list of nine classroom management techniques that are consistent with a humane and interactive approach to classroom discipline.

1. **Anticipating disciplinary problems.** A variety of assessment techniques exist for identifying those situations and cues that indicate discipline problems are likely to occur. Develop a list of such situations and cues together with suggested approaches for dealing with each of them (e.g., high interest activities for Friday afternoon classes preceding a football game).
2. **Setting limits.** This process usually involves students in defining mutually agreed-upon, enforceable standards of behavior and defining logical consequences for those who violate the standards. This process will help to develop consistent expectations for student behavior.
3. **Using signaling techniques.** Teachers can sometime discourage discipline problems before they happen by signaling the pupils who are involved that the situation is being observed and understood. Many signals (e.g., a look) can be unobtrusive so that the teacher does not disrupt the class while attempting to prevent or curb misbehavior.
4. **Developing assertiveness.** Many techniques in the various assertiveness training approaches are useful to teachers having difficulty in expressing their expectations forcefully and clearly. The teacher, for example, might learn to use students' names more often and to make direct eye contact while expressing expectations.
5. **Exercising control through proximity.** A teacher can discourage potentially disruptive behavior by moving closer to the students who may cause a disruption. The teacher might move to a position behind or beside the student, place a hand on the desk, or on the pupil's shoulder. Changing student seats is another useful strategy.
6. **Varying classroom activities.** This first aid technique may have long-range as well as short-range consequences. Successful teachers usually vary activities frequently depending on the difficulty of the task and the age and maturity of the students. A lecture or audiovisual presentation may be followed by discussion on subgroups or by various hands-on tasks. Small group activity may be followed by reports to the total class. Teachers plagued with discipline problems can be helped to plan lessons that call for more variety. They can also learn how to become sensitive to cues from students who are becoming anxious or restless.
7. **Improving routine management activities.** If classroom management activities are not carefully structured disruption can occur, inviting additional disturbance by students. At the first aid stage, teachers with problems can be helped to improve such simple procedures as taking attendance unobtrusively, collecting and returning papers efficiently, preparing audiovisual materials and equipment in advance, giving clear and concise instructions for initiating new activities, handling requests to leave the room, and distributing materials for individual or small-group work.
8. **Removing disruptive pupils.** Sometimes, as a first aid measure, one or more pupils must temporarily or permanently be removed from the class. There may be a negative group or clique of pupils in a class causing behavior problems. Sometimes behavior can be improved if individuals are separated and transferred to other classes. Temporary removal to the school office or to a time-out room, if one is available, may also help.
9. **Calling a staffing conference.** Students who persistently cause disruption in more than one class can sometimes be helped, if the reasons for their behavior are better understood by all concerned. A staffing conference attended by the student's teachers and a counselor and/or psychologist may define causes and suggest solutions. Perhaps the youngster should be referred for special services or to a special program. When all else fails, it may be necessary to suspend the boy or girl from the class and arrange for a follow-up conference.

The Role of the Principal in Discipline Problems

1. The principal is here to help you **but** – his office should not be considered an automatic dumping ground for every child who makes you feel trapped, threatened or thwarted.
2. The principal's major responsibility concerning student discipline is for the total, overall procedures and policies of the school...just as you are responsible for the procedures and policies in your classroom. In addition, as time allows, he can be very helpful on an individual basis by counseling a student, arranging to discipline a student or arranging a conference with the teacher, parents, etc.
3. But before you call in the principal, or send a student to his office, stop a minute and consider: Is this trip really necessary? It means that someone **outside** your classroom is being asked to discipline a student for behavior **inside** your classroom.

Occasionally you may need the principal's help--but it shouldn't be **too often**. The role of the principal is not classroom management.

4. Remember the boy who cried "Wolf!" Don't use the principal so often that the tactic loses its effectiveness. If you send students to the principal for minor infractions, what will you use for major ones?
5. In using the principal, as in all disciplinary matters, an ounce of prevention is worth a pound of cure. If you are having disciplinary problems, discuss them frequently with the principal. Keep him informed. He may be able to offer some very helpful suggestions.
6. Always inform the principal before sending the student to them. To be forewarned is to be forearmed. Nothing is more disconcerting to a student than to find -- when he arrives at the principal's office, that full information concerning his attitudes and activities had preceded him and that the principal is already well aware of the problem he has been creating.

If a situation demands that you immediately remove a student from class, escort them to the office and ask your neighboring teacher to help with supervision of your class. See page 12, Removal from class, for clarification of teacher responsibility for student removal from class.

Never send a student out of class without a definite place to go!

7. You need the principal's support and cooperation -- and he/she needs yours.
8. Due Process will be followed before a student is permanently removed from a class.
9. Be sure you understand the school's policies regarding discipline and follow them! Support these procedures even when they may be a little out of line with your own ideas. No situation is perfect, and the principal needs your backing just as you need theirs.

"To paraphrase Dr. James Dobson, author of the book Dare to Discipline, we can emphatically state that:

1. Authority has its place in the classroom. The teacher who starts from an indecisive position is in for a heap of trouble.
2. The teacher's behavior the first day or week of school is the key to establishing good discipline for the rest of the year.
3. Teachers should deal with small problems promptly. Consistency is crucial. A lot of little problems left unattended can build into big ones and undermine the teacher's role as the leader in the classroom.
4. Teachers should define their limits for the students yet expect to be tested.
5. Although anger will work to extinguish undesirable behavior, it is the teacher's least effective tool.
6. A respect for the individual differences is an essential ingredient in establishing classroom discipline. Not all students are alike, nor are all teachers alike. What works for one will sometimes have to be modified for another.

If you have any questions regarding the policies submitted in this faculty handbook, please feel free to visit with the Principal. Many of the policies can be seen in more detail by viewing the Master Agreement, the Student Handbook, or Central Public Schools Board Policy.

Central Elementary School



Parent/Student Handbook 2022-2023

Dear Central Elementary Families:

It is exhilarating to welcome you to Central Elementary School! We are honored to have you and your child as a part of our school community. At Central Elementary School, you will find a highly talented group of caring and dedicated employees who set high expectations for themselves and our students. Their commitment to our students is evident in the hard work that has been done over the summer as we continue our professional growth and improvement while also preparing to meet the needs of every one of our students.

As a staff, we are committed to our district Mission, Vision, and Values, as we use them to drive all that we do to educate our students. We are ready to live up to our mission statement, which is to “Educate, Inspire, Empower - Every Student, Every Day”. The Central Elementary School staff is eager to partner with you and your child in providing a meaningful learning experience. We know that this partnership is essential to delivering the genuinely world-class experience that each child deserves. As a parent, we encourage you to become involved through volunteering, working with your student at home, maintaining regular communication with your student's teachers, and having daily conversations about school with your student.

This parent handbook contains many of the expectations and procedures that we will follow this school year. They result from a concerted effort on the part of the staff and the administration and will be an aid in helping you become an integral part of the elementary school. We suggest that you keep a copy of the handbook for reference purposes should a question arise. In addition, newsletters and various memos should help keep you informed. Please feel free to contact me with any questions.

Central Elementary is a wonderful place for students to learn and grow. We have a terrific community of parents and businesses that provide support for all of our activities. As principal, I am looking forward to meeting our students and helping provide them what they need to reach their fullest potential.

This is going to be a great year!

Ron Erpenbach

Mr. Ron Erpenbach
Principal
Central Elementary School
(952)467-7301
rerepenbach@isd108.org

CENTRAL SCHOOLS MISSION, VISION AND VALUES STATEMENTS:

“Ready, Set Thrive!”

Mission Statement:

Educate, Inspire, Empower - Every Student, Every Day

Vision:

Ensuring the next generation will identify ways to positively impact our communities.

Value Definitions:

Community- Collaborating together to share our success and accomplish our goals.

Kindness- Genuine effort to show compassion for others and realize the value and potential of all

Integrity- Promoting the highest standards of ethical behavior, fairness and honesty with ourselves and others.

Innovation- discovering creative opportunities and solutions for purposeful improvement.

Relationships- Creating positive connections that last a lifetime.

PHILOSOPHY AND GOALS OF CENTRAL ELEMENTARY SCHOOL:

To expand the School District's Mission Statement, the Central teaching staff is committed to providing students with a quality education. In this effort, all teachers agree:

- a. Effort and attention will be given to the basic skills.
- b. Educational programs and classroom instructional activities need to be tailored individually to fit the needs of the student.
- c. The goals of self-concept development and a feeling of self-worth are of utmost importance.
- d. Learning should be an enjoyable experience, and school should be a satisfying experience for the learner.

Quality education can be achieved by realizing that individual students learn differently and teachers teach to those different learning styles. Therefore, the staff has set goals to assist each child in developing their maximum intellectual, physical, social, and emotional potential.

- thinking/problem-solving skills
- communication skills
- physical skills
- social skills
- computational skills
- organizational/study skills

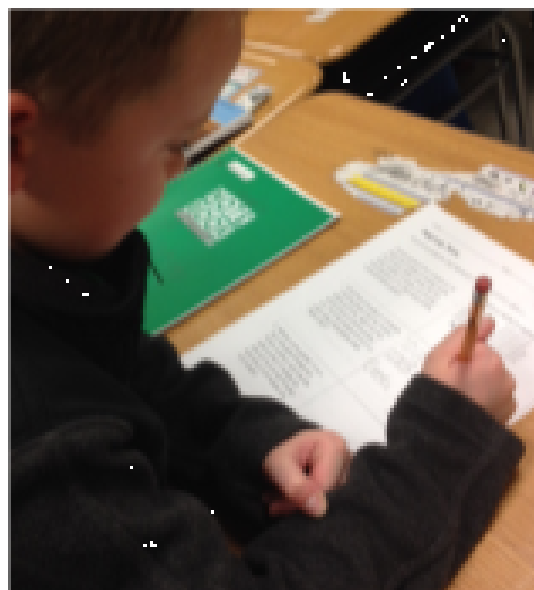
- emotional well-being

- understanding and appreciation of the fine arts

Table of Contents

INTRODUCTION	2
CENTRAL SCHOOLS MISSION STATEMENT...	3
PHILOSOPHY AND GOALS OF CENTRAL ELEMENTARY SCHOOL.....	3
TABLE OF CONTENTS.....	4
ELEMENTARY STAFF.....	5
OTHER IMPORTANT CONTACT INFORMATION.....	6
2021-2022 CENTRAL ELEMENTARY TENTATIVE SCHOOL CALENDAR.....	7
EDUCATIONAL PROGRAMS	8
STUDENT ASSESSMENT AND PROGRESS REPORTING.....	10
SCHOOL PROCEDURES	11
PARENTAL INVOLVEMENT	14
BUS RULES AND PROCEDURES.....	15
HEALTH SERVICES.....	16
FOOD SERVICE.....	20
STUDENT DISCIPLINE.....	21
Roles and Responsibilities.....	21

Removal of Student From Class.....	23
Discipline Plan.....	24
Raiders Pride P.B.I.S. Rubric.....	27
Behavior Management Tools.....	28
DISTRICT POLICIES AND GUIDELINES.....	29
Bullying/Cyberbullying.....	29
Attendance Regulations/Policy.....	30
Minnesota Statutes Regarding Truancy.....	32
Wellness Policy.....	33
Food and Beverage Guidelines.....	36
Nutrition Education Guidelines.....	37
Physical Activity and Education Guidelines.....	38
Hazing Policy.....	38
Harassment (Bullying) and Violence Policy....	39



2022-2023 School Year Central Elementary Staff **Phone Numbers/ E-mail Addresses**

All extensions begin with (952) 467- ####. Teachers will not be available to answer their phones during the school day but will respond to messages promptly.

Office

Ron Erpenbach 7301 rerpenbach@isd108.org

Kelly Perlich 7306 kperlich@isd108.org

School Nurse

Meagan Bixby 7110 mbixby@isd108.org

Lorri Gales 7306 lgales@isd108.org

Special Education

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Title I

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Literacy Coach/Reading

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Media Center

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Music

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Physical Education

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Band

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Kindergarten

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Grade 1

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Sarah Thomason 7335 sthomason@isd108.org

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Rachel Jensen 7338 rjensen@isd108.org

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Grade 3

Alissa Friend 7339 afriend@isd108.org

Tina Ackerman 7340 tackerman@isd108.org

Abbey Schwob 7338 aschwob@isd108.org

Grade 4

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Rhea Schwalbach 7343 rschwalbach@isd108.org

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David Rauch 7347 drauch@isd108.org

Community Ed

Kids Co 7390

Custodians 7173

Kitchen 7348

7349

Psychologist

Leah Hjelseth 7174 lhjrlseth@isd108.org

Other Important Contact Information

The following telephone numbers may be helpful to you if you need to reach someone at the elementary school, middle school, high school, district office, or Community Education.

Central Public Schools Website: <http://isd108.org>

Elementary School Office:	952-467-7300
-Principal (Ron Erpenbach):	952-467-7301
-Fax:	952-467-7303
-Absence Line:	952-467-7304
-School Nurse:	952-467-7110
Taher Food Service:	952-467-7147
Transportation:	952-467-7009
Pre-School Screening:	952-467-7390
District Office:	952-467-7000
High School Office:	952-467-7100
Middle School Office:	952-467-7200
Community Education:	952-467-7390
Information Technology Coordinator (Steve Anderson):	952-467-7132 sanderson@ISD108.org

2022-2023 Central Elementary Tentative School Calendar

Please use the following tentative schedule to help you plan for family vacations, shopping trips, dental/doctor appointments, or other obligations that may prevent your child from attending school.

Aug. 8-11	Teacher Workshop Days
Aug. 10 and 15	Transition Day K-5 by appointment
Aug. 16	First Day of school
Sept. 5	Labor Day
Sept. 28	Elementary School Picture Day
Oct. 13	End of first quarter
Oct. 14	NO SCHOOL – Teacher workshop
Oct. 20 and 21	No School Fall recess
Oct. 18 and 27	Elementary conferences
Nov. 23-25	Thanksgiving break
Nov. 6	Picture Retake Day
Dec 22	End of second quarter
Dec. 23-31	Winter break
Jan. 2	School resumes
Jan. 16	No School
Jan 19 and 26	Elementary Conferences
Feb. 17 and 20	No school
Mar. 2	End of third quarter
Mar. 3	No school
Mar. 6-10	No School spring break
Apr. 7	No school
May 5	Last day of school ½ day, students released after lunch
May 5	Graduation

EDUCATIONAL PROGRAMS

Students who attend Central Elementary School work hard and consistently achieve above the state average. Because we view our students as individuals, various instructional methods are offered, and we strive to find the strategies that work best for each child. Reading/Language Arts, Math, and Science are given priority emphasis, and the core of our curriculum is rooted in developing a solid foundation.

Reading/Language Arts: Expectations for literacy instruction are defined by the Central Elementary School Literacy Guidelines and utilize a balanced literacy approach that focuses on the five pillars of literacy. These pillars include phonemic awareness, phonics, fluency, vocabulary, and comprehension. All students will have access daily to grade-level instruction through the core curriculum. Students will also be provided small group or individualized instruction regularly. Additionally, students will receive robust modeling of fluent reading while being encouraged to develop a lifelong love for reading.

Mathematics Program: Central Elementary students are provided a strong foundation in the standards set by the National Council for the Teachers of Mathematics and the State of Minnesota. All of the teachers in grades K-5 use Houghton-Mifflin Expressions which was adopted in June of 2016. Students are active participants in their learning and growth through a combination of direct instruction and discovery. Teaching encompasses the exploration of mathematics and knowledge to discover new and creative ways to approach problems. Real-life problem solving and group work are emphasized while students learn how to express their mathematical thinking verbally.

Science: emphasizes knowledge and the process of science through a hands-on approach. Scientific attitudes and thinking processes are learned through classroom, field, and lab experiences using various materials to carry out the planned scope and sequence. All students in grades K-5 use the 2020 edition of Foss Next Generation curriculum materials.

Health: instruction uses primary health goals, which include several objective areas. The student goals include developing the ability to make decisions, cope, communicate, solve problems, plan, evaluate, and act to have optimum health. In addition, the program's goals include consumer, dental, mental, and environmental health, health services, fitness, wellness, and nutrition. Also included are safety and first aid, disease prevention, growth and development, and substance use and abuse.

Social Studies: focuses on American history and includes studying the geography, culture, and peoples of the United States and the world. Global and current events emphasis is also recognized. Grades K-5 use the Harcourt Social Studies Curriculum

Computer Literacy: is an integral part of students' skills. Students in grades K-5 have the opportunity to develop computer skills in our elementary computer lab. Keyboarding is offered in grades 3-5. Central Elementary School has two computer labs, each equipped with 30 PC-based stations, including a large assortment of *Windows* Computer Software.

Physical Education: is taught by a specialist to students in grades K-5. Physical activities occur in units on games and cooperative significant group movement. The emphasis in physical education is towards lifelong physical fitness and the development of skills towards that goal. Students are required to wear athletic shoes to physical education classes for the safety and health of the student and the protection of the floor.

Elementary Music: is taught by a specialist to students in grades K-5. The students address the national standards in music. Some of these experiences will include singing alone and with others, playing classroom instruments, studying masterworks, and playing folk song games. All students in grades K-5 will perform in one program per school year. Some grade levels will perform together. Kindergarten and first grade will perform individually. Second grade is paired with third grade, and fourth grade is paired with fifth grade. (Refer to the school calendar for this year's performance schedule.)

Art: instruction is taught through activities incorporated in another curriculum as well as in special art studies. Our art curriculum was developed to provide students with an organized, well-balanced introduction to the world of art. Students learn specific art terms, concepts, and skills through an approach that combines art appreciation and art production in the same lesson. For example, a new art element or principle is often introduced by teaching students to recognize and describe it in the environment and carefully select famous works of art that are clear examples of that concept or skill. Students are then asked to apply their new knowledge in a related art project of their own. These assignments are also designed to allow plenty of room for exploration, creativity, and self-expression. Through this program, students learn how to create art and look at, understand, and appreciate art in the world around them.

Media: The media center is staffed by a media specialist. All children use the school library and audio-visual materials. Students have access to the Media Center for class use and throughout the day on an individual and small group basis. Research and writing skills are team-taught by the media and classroom teachers in Grades 2-5. The media center has a computerized checkout system. Additional components include automated circulation, research, and technology systems shared between the high school and the elementary on a microwave network system. The network presently contains atlases and encyclopedias. New to the media center in 2009 was a group of 30 computers to be used for research and keyboarding.

Overdue/Lost Books: Students with an overdue book(s) of 60 days or more will no longer be allowed to check out additional library books. If they wish to resume-library privileges, the overdue book must be returned, replaced, or paid for. If a student has not returned or paid for a book by the end of the year, s/he will not be allowed to check out books the following school year.

Title I: Students who are not making the expected progress at their grade level may be offered help by (Federally funded) certified teaching staff. This program serves students who need additional support in reading comprehension in grades K-5.

Special Education: Services are offered to all students who are determined, through testing, to be physically, emotionally, or academically impaired. Students receive help from specially certified teachers in direct service (individually or small groups) or supplemental services. Parent decisions are an integral component of the services and programs offered.

Early Childhood Special Education: Children from birth through 5 years of age are identified through screening as needing early intervention. Once identified, students are served through a pre-school program by licensed teachers in special education and speech.

Community Education: offers classes in languages, hobbies, crafts, and varied skills. These classes are offered after school, evenings, and throughout the summer. Please read the available Community Ed. for current offerings.

- **Connections:** an after-school program from 3:00 – 4:15 p.m. / 2 days a week that offers extra help to students in grades K-5 / October through April. Students also have an opportunity to receive assistance in developing their math fact skills with a math program scheduled before school (7:30 a.m.) each day / October through May.
- **Kid's Company** offers before and after-school child care for children in grades K-5.
- **Kurious Kids Preschool:** an early childhood program designed to promote a child's physical, social, emotional, and cognitive growth. This program fosters curiosity, self-esteem, cooperation, creativity, learning, and fun.

* **Contact Community Education for more information about any of these programs.**

Student Support Services: Central Elementary has a licensed School Nurse, a School Counselor, and a School Psychologist. This is important for the health, education, and special needs of our students. In addition, they can serve as a resource to staff, students, and families in these areas and the areas of abuse, dependency, family life education, testing, truancy/absences, ill health, and injuries.

To assist all of our students in reaching their full potential and maintaining their learning opportunities, we offer a full complement of supplemental and direct service programs to students with various physical, social, emotional, and intellectual needs.

STUDENT ASSESSMENT AND PROGRESS REPORTING

Reporting/Testing: Students in grades 3, 4, and 5 will take the M.N. Comprehensives Tests in April. In addition, students in grades 1-5 will take the Fast Assessment quarterly. The results of the testing will provide a general assessment of individual student achievement. Data will also report comparisons with state and national averages and indicate the amount of growth our students make. This will help identify successes and needs in curricular areas. In addition, parents may request to look at any material in their child/ren's

cumulative record folder. Test results, by grade level, may also be shared publicly. In addition, student progress is shared with parents at a parent-teacher conference in October and February (see calendar page).

Conferences: Grades K-5 will have parent-teacher conferences in the fall on October 18, and 27 from 3:30-8:00 p.m. Conferences will be held again on January 19 and 26 from 3:30 – 8:00 p.m. Parents or guardians will visit their child/ren's teacher(s) for a conference at a scheduled time. This will allow the parents and teachers to monitor students' learning and share information. Teachers may call parents/guardians for other conferences, and parents may also request a meeting at any time to discuss their child's progress in school.

Student Record Information: The school district recognizes its responsibility concerning the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

Student records contain the following information:

- Student's name
- Address
- Telephone number
- Date of birth
- Attendance

Identifying information on a student's religion, race, color, or nationality is omitted.

- The information listed above shall be public information that the school district may disclose from a student's education records.
- Should the parent or the student so desire, any or all of the listed information will not be disclosed without the parent's prior written consent except to school officials as provided under federal law.
- To make any or all of the directory information listed above "private" (i.e., subject to consent before disclosure), the parent must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice.

This written request must include the following information:

1. Name of Student
2. Home Address
3. Parent legal relationship to student (if applicable)
4. Specific directory information is not to be made public without the parent's prior written consent.

SCHOOL PROCEDURES

Pledge of Allegiance: Elementary students are taught the "Pledge of Allegiance" and flag courtesy. Students begin each day reciting the pledge of allegiance. Anyone who does not wish to participate in reciting the pledge of allegiance for personal reasons may elect not to do so; however, students must respect another person's right to make that choice.

M.N. Statute 121A.11

School Athletic Events: Elementary students may purchase a student activity pass for \$40. This pass is suitable for all school sporting events for the 2022-2023 school year - excluding tournament events. Students will be charged the regular student admission fee (\$4.00) if they do not have a pass. Students are expected to display appropriate behavior at all school events.

Classroom Placement: Professional staff members are responsible for forming appropriate instructional groups that reflect students' needs. Our goal is to create balanced groups that will enable every child to achieve the school's educational goals. Parents/guardians may choose to provide information to assist the school in this process. Examples include:

- Learning styles (such as interests at home, preference for specific kinds of activities, and interactions with other children, etc.).
- Type of learning environment that is most helpful (less structured, more structured, etc.).
- Unique personality traits of the child (compassionate, talkative, quiet, etc.).
- Specific needs (hearing, vision, speech, etc.)
- Any other relevant information.
- Specific names of staff should not be listed.

The school will attempt to honor this request in the best interest of your child and within the educational program philosophy of the district. The school cannot, however, guarantee the honoring of specific parent/guardian requests.

Input forms are available to all parents/guardians during the spring of the year to allow a scheduling process to make out class lists. Parents/guardians having specific questions should contact the building principal.

School Closing: School will be in session except for as indicated on the school calendar. When school is to be closed early or canceled because of an emergency or the weather, the official announcement will be made over radio station 830 AM – W.C.C.O. as well as through local television stations. Additionally, a courtesy call will be sent from the district office to all contacts provided. Would you please make arrangements for your child(ren) in advance? This way, your child will know where to go if school should be dismissed due to an emergency or severe weather.

Use of the Telephone: Students are required to get teacher permission to use the school phone. **Approval** will be granted only in cases of emergencies. Phone use will not be permitted for such things as arranging to go home with a friend after school. We would appreciate it if parents would make sure their child/ren have their homework, band instruments, lunch money, etc., and know where to go after school before leaving home in the morning.

Cell Phones: Cell phones are **not** allowed during the day. If a student brings a cell phone to school, it is NOT to be used during the school day hours (8:00 – 3:00 p.m.) The phone is to be kept in the child's school bag and turned off.

Friends: No school-age friends are allowed to visit more than one school day per year. Prior approval from the principal is required. Visitations during the first or last two weeks of school are discouraged.

Pets: We know that pets are an essential part of our families, and students are excited to share them with their classmates and teachers. Because of allergies and student fears, we do not allow them to visit our classrooms. We do, however, encourage students to share pictures and stories.

Student's Personal Property at School: Students are discouraged from bringing valuable or excessive personal property from home. This includes such items as electronic games, toys, cell phones, etc. These items may be disruptive both on the bus and in the building. There is no provision to ensure their safety.

It is the policy of the school district that students shall be responsible for their personal property. Therefore, neither the school district nor its employees shall be liable to ensure a student's property security.

Central Elementary students cannot *buy, sell, or trade* any items on the school bus or school property.

Classroom Movies: (Movies, as used in this policy, shall mean full-length commercial movies or made for T.V. movies, but shall not include educational films whose function is to inform.)

Teachers utilize movies in their classrooms to support and supplement their instruction. To ensure that these movies are not offensive, they are evaluated based on their ratings, age appropriateness, and recommendation. Therefore, no "R" or "PG-13" rated films shall be shown.

A parent or student may request that the student be excused from viewing any movie. However, the student's grade will not be affected in any way, and the teacher shall assure that the student will not be embarrassed or discriminated against because they choose not to view a film.

Care of Textbooks/Materials: Materials, such as books and equipment, are the property of the School District. Students use these books on a loan basis. They are responsible for the care and use of the materials. Textbooks and library books will be examined at the end of the school year for damage in the following areas:

- writing in books
- damaged binding
- torn pages
- water damage
- missing pages
- etc.

Upon identification of damage, the student will be responsible for its correction. If the damage to the book cannot be corrected, the student will be required to make restitution. Fines will be based on the following schedule.

Books with two or more missing pages, mutilated or lost.

- **1st year of use:** 100% of the cost
- **2nd year of use:** 75% of the cost
- **3rd year of use:** 50% of the cost
- **4th year +:** 50% of the cost (if the book is still used in the classroom or library)

Classroom Treats: On occasion, students bring treats to their classrooms. Due to health concerns and policies, the District asks that only food items commercially prepared and packaged be brought to school (no homemade goodies!). In addition, treats containing peanut oil, peanut butter, or nuts are not advised due to students' allergies. This will ensure safe and healthy snacks. Thank you for your cooperation.

Snack Lists: In conjunction with milk breaks, students may eat healthy snacks brought from home. Healthy snacks are defined as fruits, vegetables, crackers, cheese, etc. Items with high sugar or salt content should be

discouraged. These guidelines are part of the school health curriculum to familiarize students with healthy snack foods vs. junk foods. The cooperation of each family and classroom is appreciated.

Acceptable snack examples:

Popcorn	Cheese and Crackers	Banana or Date Bread
Sandwich	Unsweetened Cereal	Fruit
Vegetables	Cheese Sticks	Juice (Pure Fruit Juice – Not 10%)
Beef Jerky	Crackers	Graham Crackers
Cold Meats	Muffins	Pretzels
Raisins		

Unacceptable snack examples:

Cookies/Pudding	Cake	Potato Chips
Cheese Balls	Rice Krispie Bars	Marshmallows
Twinkies or any kind of Snack Cake	Kool-Aid or Pop	Peanuts (Due to allergies)

Appropriate Dress: We ask that students dress appropriately - considering the weather and school program. Rain or snow gear (boots/caps/mittens) should be worn when the weather is inclement and to aid in maintaining good health. In addition, shirts and caps with inappropriate language are not permitted in school or at school events. Finally, students are not allowed to wear hats inside the building. They should be removed when the student enters the building.

Students play outside before school from 7:45-8:00 a.m. and at noontime. Supervision is provided. When the weather is inclement, students stay inside the building. Inclement weather is defined as rain, snow, temperature, or wind chill below zero. Would you please make every effort to have your child dressed according to weather conditions?

Primary teachers require the marking of a child's boots. This saves time and confusion since much of the students' outdoor wear is the same type and color. Some students also have trouble recognizing lost items. To encourage wise decision-making in chemical use by students, it is inappropriate to wear clothing promoting alcohol, tobacco, or other chemicals. Students wearing such clothing will be asked to change or will be sent home.

Noon Recess: will be held outdoors unless the weather is inclement. When it is raining, or the temperature is too cold, noon recess will be conducted in the atrium. If a child is recuperating from an illness and a parent/guardian wishes to have them stay inside, please indicate this by sending a doctor's note with your child. All children will play outdoors ***unless they bring a doctor's note***. Be sure your child/ren is appropriately dressed in cold weather (boots, mittens, scarves, caps, warm jackets, etc.).

Background Checks: According to Minnesota Statute, Central Schools administers a background check for all new employees. In addition, all volunteer coaches and advisors are subject to a background check.

PARENTAL INVOLVEMENT

Parent-Teacher Association (P.T.A.):

Mission: The Central Elementary School Parent Teacher Association is committed to engaging and connecting students, families, staff, and the community to work together to enhance and enrich student educational experiences.

The P.T.A. consists of any interested parents/guardians from families whose children attend Central Schools.

The P.T.A. meeting schedule is available on the Central Elementary School calendar located on the website.

Central Elementary Volunteers: Volunteers play a crucial role at Central Elementary. They assist classroom teachers and specialists in many areas. If you have some extra time and would like to share it with our school, please contact the elementary office (952/467-7300).

School Visitors (Parents, Volunteers, & Friends): Parents are encouraged to take an active role in their child's education and visit the school frequently. However, all people entering our building must report to the elementary office to sign in and pick up a visitor's badge before going to any classroom. After your visit, please sign out in the office. If a student leaves school before the end of the day, an adult must sign the student out. Staff members will ask any person not wearing a Visitor's badge to report to the office. Everyone is to enter the building at the main front entrance. All other doors are locked. We hope that any inconvenience this may cause will be offset by the knowledge that your child's safety is our primary concern.

NOTE: *Only parents/guardians will be allowed to visit a child or pick a child up from school unless the parent/guardian has given specific permission.*

BUS RULES AND PROCEDURES

The District provides transportation for all students in Central Elementary. Bus stops are published in the Norwood Times before the start of the school year. Any student who wishes to get off at a stop other than their regular bus stop must have **written** permission. If your child is bringing friends home on the bus (3 or more), prior approval must be obtained from the bus driver. If you have any questions about busing, please call John Michels at 467-7009 between the hours of 8:00-11:00 a.m. Students receive instruction in Bus Safety in the fall of the year.

NOTE: If your child does not ride a bus to school, they **SHOULD NOT ARRIVE BEFORE 7:45 A.M.** *School supervision does not begin until 7:45 A.M.* Please make sure that your child arrives at the proper time. **The school day will start at 8:00 A.M. and end at 8:06.**

Expectations of students riding the bus:

Bus Rules are as follows:

1. The driver is in full charge of the bus and pupils.

2. No inappropriate language will be allowed on the bus at any time.
3. Students are to remain seated while the bus is in motion.
4. All objects are to remain on the bus at all times.
5. Students may not leave the bus except at their assigned bus stop or school without prior approval and the bus driver's knowledge.
6. Prior approval should be obtained from the bus driver if your child brings friends home on the bus (more than 3).

Students in all grades of the Central Public Schools are expected to obey and follow the rules listed above.

Violations of these rules typically will be dealt with using the following guideline (administrator discretion will be used):

1st Offense: The first note is only a **WARNING** that the bus violation has taken place. This note must be signed and returned to the bus driver the following morning for the student to ride the bus.

2nd Offense: The second note will bring **DISCIPLINARY ACTION** resulting in the suspension of bus riding privileges. Parents must contact the Transportation Director (467-7009) to see if a solution to the problem can be reached. If no contact is made, the student will not be allowed to ride the bus.

3rd Offense: The third note will result in **SUSPENSION** from riding the bus. The parents or guardian must meet with the Transportation Director if the student is to be allowed to ride the bus after the suspension period. Then, only if proper corrective measures have been worked out will the student be allowed to ride the bus again.

4th Offense: The fourth note will suspend riding privileges for the remainder of the semester.

HEALTH SERVICES

The goal of the Health Services Program is to promote a high level of wellness in school-age children in the areas of physical and social-emotional health. Formal screening programs are used to identify specific problems in vision, hearing, and scoliosis. As these and other health problems are detected, a referral for medical care is made. The Health Services Program's philosophy places a strong emphasis on health education and preventive health care. Health services staff the elementary, middle school, and high school with a full-time licensed school nurse.

Health Records: Students must have an individual health record on file in the Nurse's Office. It contains a cumulative health history, screening results, and immunization history. Parents are expected to keep Health Services informed of current or chronic medical problems (that could affect the student's comfort and ability to learn) and medications, even if they are not administered at school. A complete physical exam is recommended but not required prior to school entrance.

Early Childhood Screening: All children entering kindergarten and first grade must have a Health and Developmental Screening. If your child has not been screened, contact the Elementary Office. **Screening must be completed before your child will be allowed to attend classes. There are no exemptions.**

Immunizations: Minnesota state law requires parents of all students to present proof that all immunizations are up-to-date at the time of school entrance. Students not meeting the minimum requirements may be excluded from school. However, students can be exempt based on conscientious objection, with a parent's signature and a licensed notary signature on the conscientious objection form.

Immunizations should be updated BEFORE school entrance by your family physician or through Carver County Public Health Services (442-4493).

General Health: To do good work in school, a child requires regular rest and sleep. The amount of sleep needed for a student to be alert and learn would discourage late-night television or late, away-from-home activities. Students may be excused to keep a dental or doctor appointment during the school day, if necessary, but it is better to schedule visits during vacation, workshop days, etc.

Emergency Care: Emergency care is provided to students who experience illness or injury at school.

Emergency Forms: At the beginning of each school year, parents are expected to complete the Student Emergency Form, which provides **up-to-date emergency phone numbers** and medical information. It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. Parents are also asked to complete a Health History form. This provides additional health information necessary in making judgments in emergency situations.

Injury: In the case of an injury or medical emergency, the school will attempt to notify the parents first, when possible. In a medical emergency, the local emergency system will be used. The student will be transported to Waconia Ridgeview Hospital or the nearest emergency facility via ambulance at parent expense. Student Emergency Forms will be sent to the emergency facility with the student when the parent cannot meet or accompany the student.

Illness: In the case of illness, the school will contact the parent at home or work. The parent will be expected to pick up the child or make arrangements for someone else to do so promptly. If the school cannot contact the parent, the person identified as a contact on the student's Emergency Form will be contacted. Parents should make sure that the emergency contact person has agreed to assume this responsibility, is available, and has transportation. The parents of each student must establish a workable emergency plan. If the family physician, parent/guardian, or emergency contacts cannot be reached in an emergency, "911" will be called, or the student will be transported to the nearest hospital.

Exclusions for Illness: Children will be excluded from school when they demonstrate any of the following symptoms:

- oral temperature over 100 F
- undiagnosed rash
- vomiting
- breathing difficulties
- diarrhea
- pink eye with fever

Re-admittance to School: Health Services should be notified of any communicable diseases and treatment to assure control in other students. Readmission to school for the following communicable diseases shall be:

- Chickenpox - all lesions are dry and crusted (5-7 days)

- Impetigo - at least 24 hours after the start of medication and sores are drying or improving
 - If there is no improvement in 48 hours, the child should be reassessed by a physician.
- Hepatitis - physician statement required for re-admittance.
- Strep Throat – until 12 hours after antibiotic treatment begins and the child is without fever
- Ringworm of scalp and skin - following treatment with fungicide.
- Hand, Foot, and Mouth Disease- until the fever is gone and the child is well enough to participate in routine activities

Excusing Students from Physical Education: All students are required to take physical education through the 10th grade. Following an injury or illness, physician's orders are needed for any student to be excused from physical education classes for more than one day.

Medications: In accordance with the Minnesota Department of Health's recommendations, the school WILL NOT provide any medications (including aspirin). Prescription medications will be administered under these circumstances:

1. A signature accompanies medication from a parent/guardian authorizing school personnel to comply with the physician's order. (Physician's written order preferred) A current written physician's order must be received for all controlled medications, i.e., A.D.D. or A.D.H.D. Written notification must include:
 - Student's name
 - dosage and route of administration
 - name of medication
 - the termination date for administration
 - time of administration
 - reason medication is needed
 - possible side effects
2. Medication should only be brought to school in a container labeled by the pharmacy. The pharmacy should divide medication for home and school into two bottles with proper labels to avoid transporting medication daily. The label should include the following information:
 - name of physician
 - name of medication
 - child's name
 - directions for use
 - name/telephone number of pharmacy
 - date of issue or renewal
3. Parents are encouraged to bring medication (especially controlled substances such as A.D.D. medication) to the school nurse's office or the principal's office for the health and safety of their child and other students. However, if parents cannot bring the medication to school, they should contact the school nurse to set up an alternative plan.
4. Non-prescription medications (Tylenol, cough syrup, antihistamines, etc.) must be sent in the original container. Non-prescription medications will be given for a maximum of 5 days with parent permission. After that time, orders from a physician will be required. For example, aspirin will not be given without a doctor's order. A Medication Authorization Form must be completed, and signed or medication WILL NOT

be given in school. It should be accompanied by specific instructions from the parent regarding when the medication is to be delivered.

5. Elementary students will not be allowed to self-administer medications. (Inhalers are exempt.) Medications must be administered by adult school personnel while the student is at school. Parents should inform the child's teacher when a child is on medication to send the child to the Health Office at the proper time. The school nurse or designated person(s) will initial a chart indicating that the medication was administered. The date and time will also be noted.

Health Screening Programs: Hearing and vision screening is performed on students in selected grades according to the recommendations of the Minnesota Department of Health. When suspected health problems are detected, a referral for a medical evaluation is made. If financial assistance with medical care is needed, parents should contact the School Nurse at 467-7110.

Health Education and Consultation: Health Services personnel will attempt to make every Health Service activity an educational experience for the child, parents, and teacher. Because of our commitment to preventive health care, we work closely with the classroom teacher to provide health education. In addition, we have an awareness of community resources in the areas of healthcare and human services and work cooperatively with them. Would you please call us if you have questions or concerns about your child?

Instances When We Contact Parents/Guardians:

- Temperature on or greater than 100 degrees
- Vomiting
- Severe persistent coughing
- Upset stomach with flushed cheeks, headache, without fever
- Diarrhea
- Severe sore throat (potential strep) with fever
- Open wounds
- Pink eye with drainage or severe irritation to student
- Head lice
- Recurring headache
- Possible medication reaction
- Rash with persistent itching
- Known allergies and reactions to "triggers"
- Bee sting allergies
- Asthma attacks
- Diabetic reactions
- Seizures
- Rest, return to class; returns to health services, still not healthy; or after two visits to health services in one day
- Other situations per health services staff discretion

Instances When We Do NOT Notify Parents/Guardians:

- Minor playground injuries - scratches, scrapes, and monkey bar blisters
- Small slivers

- Band-aid application or changes
- Temperatures under 100 degrees without other symptoms
- Minor aches (stomach, throat), pains, and rashes which are not recurring
- Insect and bee stings without known allergies (receive first aid and observation for 20 min.)
- Change of clothing due to toileting accident, unless health assistant notices a pattern and questions infection

Please remember to update emergency numbers for Health Services.

FOOD SERVICE

Breakfast: Central Elementary will be offering breakfast at school this year. Breakfast will be served:

7:20 – 7:40 a.m. for children attending Kids Company

7:40 – 8:00 a.m. for all other students

The cost of breakfast will be \$1.45 for students who are on regular lunch. Breakfast will be *free* for students who are generally on Free and/or Reduced Lunches and students enrolled in kindergarten.

Lunch Program:

Taher Inc provides lunch and breakfast to our students in the Central Public Schools. They aim to provide a healthy, tasty, and reasonably priced breakfast and lunch option.

Lunch account balances are kept for each family, and students are given a unique student number that they use to deduct the appropriate amount from their family account. Computer software is used to monitor account balances, and balance amounts can be checked through the Parent Portal. Students can add to their account balances by bringing money to the kitchen between 8:00-8:30 a.m. This money is then credited to their lunch account within the next business day. Checks should be made payable to: ***CENTRAL PUBLIC SCHOOLS***.

Prices for school lunch are as follows:

Regular lunch: \$2.75

Milk/Juice: \$0.75

If you feel your child would qualify for free or reduced lunch, you must fill out the appropriate form (which can be found in the District Newsletter, sent out to all District residents at the end of August). Forms can also be obtained in the District Office. The completed form is to be returned to the Superintendent's Office. Students must pay for their lunch until the Superintendent's Office notifies the elementary office that they have qualified for free or reduced lunches.

It would help if you planned to send money with your child on the first day of school to be deposited in their account. We recommend that you send at least ten days' worth of lunch money (\$23.00) and/or milk money (\$4.50) and then make a habit of adding to the account consistently. We ask that money be placed in a sealed envelope with the student's name and grade printed on the front of the envelope.

When a student's account falls below \$10.00, an e-mail and text will be sent.

Lunch Schedule:

- Grade K: 11:00 a.m.
- Grade 1: 11:30 a.m.
- Grade 2: 11:20 a.m.
- Grade 3: 12:00 p.m.
- Grade 4: 12:10 p.m.
- Grade 5: 12:20 p.m.

Milk/Juice: Milk or juice can be purchased for milk break at \$40 a semester. (Kindergarten students can receive free milk for their break. If they prefer to have juice, they will have to pay the semester rate.) If your child has milk or juice for the break, the money will need to be paid annually or at the beginning of each semester. Students on free or reduced lunches must pay for milk or juice if they wish to have it for break or with their bag lunch.

Snack: Snack can be purchased for snack break at \$25 a semester or brought from home. If your child has a school snack, the money will need to be paid annually or at the beginning of each semester. Students on free or reduced lunches must pay for snacks if they wish to have them for the break.

If you have questions regarding your child's lunch account, please contact Taher, Inc. at 467-7349.

STUDENT DISCIPLINE

Roles and Responsibilities Related to Student Behavior and Discipline

Students: Students are responsible for how their rights are exercised and for not violating the rights of others and must accept the consequences of any actions they take that are outside the boundaries of their rights or that violate the rights of others.

Parents and Guardians: Parents and Guardians are legally responsible for the behavior of their children as determined by the law and community practice. They are expected to promote their child's self-discipline and educational progress and discourage their children from disrupting the school's educational program.

Parents and guardians are responsible for ensuring that their children attend school regularly and supporting district and school policies, regulations, and rules. In addition, parents and guardians are expected to notify the school through a telephone call or written note whenever their children will be absent because of illness, a medical appointment, or other excused absence.

Since cooperation between parents and guardians and school staff is essential in helping students work to the best of their ability and have a good school experience, parents and guardians are responsible for helping maintain communication with the school by participating in school-community activities such as orientation events and parent-teacher conferences and to bring questions and matters of concern to the attention of the teacher, principal or appropriate staff member.

Board of Education: The Board of Education sets policies for the District. It manages and controls the school district acting through the superintendent. The School Board holds school employees responsible for supervising student behavior and student safety while the students are legally under school supervision. It has the authority to expel and exclude students from school. The Board of Education is an avenue of appeal for parents and students who have appealed their concerns through the appropriate channels.

Superintendent: The superintendent establishes necessary regulations, rules, and procedures to efficiently implement Board of Education policies relating to standards of student behavior, is responsible to the Board for discipline in the schools, gives support to principals and staff, as needed; keeps the Board informed about serious behavior problems in the school, and assistance which has been given principals in correcting such issues and recommends student expulsion and exclusion to the Board of Education. The superintendent is also an avenue of appeal for parents and students who have appealed their concerns through the appropriate channels.

Principals: Principals are responsible to the superintendent for effectively implementing administrative regulations, rules, and procedures on student behavior in support of board policy, and for the total operation of the school, within the framework of rules and procedures established by the superintendent.

Principals are responsible for providing the best possible education by creating and maintaining an atmosphere conducive to learning, respecting all students, parents, and staff as individuals, and effectively communicating with staff, parents, students, and the community.

Principals have the responsibility and authority to formulate, establish, and implement fair and objective rules and regulations that govern students' conduct for the school, consistent with state statutes, board of education policies, and administrative management. The principal will discuss rules and rights with the instructional staff before the beginning of each new school year and with new instructional staff when they are hired.

Principals have the authority to suspend students, consistent with the guidelines of the Pupil Fair Dismissal Act, for failure to comply with district and school policies, regulations, and rules. In addition, principals may recommend the exclusion or expulsion of a student to the superintendent.

Teachers: Teachers are responsible to the principal for effectively implementing administrative regulations, rules, and procedures on student behavior in support of board policy, for knowing school and district regulations, rules and procedures on student behavior, and for making sure that all students are informed of the standards of conduct required by the teacher, the school and the district. Teachers have the responsibility to provide the best possible education by creating and maintaining an atmosphere conducive to learning, respecting all students, parents, and staff as individuals, and effectively communicating with staff, parents, students, and the community.

Teachers have the authority to use such reasonable measures as are necessary to maintain student control in school buildings, on school grounds, and at school events, including removal of a student for up to three class periods, consultation with the principal, denying a student certain classroom privileges, assigning a student extra classroom obligations, giving a student particular tasks related to the misbehavior, and requesting a parent conference.

Teachers are responsible for recording and reporting severe behavior problems to a school administrator and referring a student to a school administrator if the teacher's efforts to resolve the behavior problem are unsuccessful.

Other School District Personnel: All school district personnel shall contribute to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or another agent of a school district in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

REMOVAL OF A STUDENT FROM CLASS

Teachers are responsible for modifying disruptive student behavior by conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail or when the teacher determines it is otherwise inappropriate, based on the student's conduct, the teacher shall have the authority to remove the student from the classroom according to the procedures established by this discipline policy. "Removal from Class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class for a period of time not to exceed five (5) days, according to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that disrupts the rights of others to an education, including behavior that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
2. Willful conduct that endangers surrounding persons, including school district employees, the student, or the school's property.
3. Willful violation of any school rules, regulations, policies, or procedures.
4. Other conduct, which is at the discretion of the teacher or administration, requires removing the student from class.

Procedures for Removal of a Student from a Class:

1. A teacher may remove a student for one class period. The teacher should inform the office that the student has been removed and expect the student's arrival.
2. Removal of a student for an extended period of time will require principal/designee approval.
3. Documentation providing reasons for removal will be given to the principal by the removing teacher. Parent notification will be done by the teacher removing the student or by the office.

Responsibility for and Custody of a Student Removed from class:

1. Any student removed from class is to report to the office immediately.
2. Students sent to the office may do so unattended *if there are no safety concerns*. However, if safety is an issue, teachers must contact the office, and the principal or designee will come to the room to escort the student to the office.

3. While in the office for removal from class, the student will complete assigned work. Teachers will have work available for the student during this time.
4. While the student is removed from class, the principal/designee will be in charge of the student.

Procedure for Student to Return to Class:

If the student has been removed for 1 or 2 days, the student, teacher, and the principal will meet to discuss a readmission plan. If the student has been removed for 3-5 days, the student, parent, teacher, and principal must meet to discuss a readmission plan.

Procedures for Notification:

1. At the beginning of each school year, all students receive the Parent/Student Handbook, which explains the rules of conduct and associated procedures. In addition, during the year, disciplinary notices, phone calls, and letters will be used to contact parents of violations.
2. Any violation that results in a student being removed from class will result in the parent being notified by the teacher and principal/designee.

Disabled Students – Special Provisions

Any consideration as to whether there is a need to review procedures for assessment, current I.E.P.'s, or appropriate referral of a student in need of special education services will be done by the school's Student Assistance Team (S.A.T.). Any parent or staff member may make referrals to the S.A.T. for child study to determine appropriate services.

Procedures for Detecting and Addressing Chemical Abuse Problems of Students while on School

Premises:

1. The school's Student Assistance Team will serve as the chemical abuse pre-assessment team according to Minn. Stat.121A.26.
2. The District's Safe and Drug-Free School/Violence Advisory Committee will serve as the district's school and community advisory team.
3. Reporting of chemical abuse issues will be reported to the principal and/or the Student Assessment Team (S.A.T.).

DISCIPLINE PLAN

Statement of Purpose: Every child has a right to a climate conducive to learning. The school's discipline plan is intended to be fair and equitable for all children. The plan will be viewed as a tool that seeks to maximize student growth and nurture each student's healthy self-respect. All of us - parents, students, and school staff - must share the responsibility of working toward this belief.

Student Expectations:

Listed below are the five main student expectations. The specific behavior related to each expectation will be discussed with students periodically by the school's staff.

- 1) Positive words and actions
- 2) Responsibility for self
- 3) Integrity and honor
- 4) Display self-control
- 5) Excellence in everything

Principal Involvement: The principal shall be involved with a student's positive or negative behavior upon conferring with the classroom teacher.

Playground Rules:

- 1) No Fighting, pushing, throwing to the ground, kicking, hitting, etc.
- 2) No inappropriate language, name-calling, swearing, etc.
- 3) Use all playground equipment safely.
- 4) All students must stay within the playground boundaries.
- 5) Students are not permitted to use hard balls. (baseballs, etc.)
- 6) No tackling - only two-hand touch football.
- 7) No Snowballs.

All students are to treat each other and the playground supervisors with respect.

Students are not allowed to bring: roller blades, skates, skateboards, sleds (in winter), toy guns of any kind, etc. Students may bring from home: jump ropes, tennis balls, rubber balls, etc. They are responsible for their personal property.

Distribution of Policy: The school district will notify students and parents of the existence and contents of this policy in such a manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

Overview: The consequences for misbehavior described on the following pages are designed to be fair, firm, and consistent for all students. They apply to students in any school or other district building, district property, district vehicles, and school or district events. (District vehicles are defined as school buses and vans owned or leased by the school district, and cars and other vehicles owned by district staff and authorized by the district for transporting students.)

Student Behavior Expectations: Please read and discuss this information with your child. A Positive Behavior Intervention and Support Plan was developed per District Policy 108: Student Discipline. The purpose of this plan is to ensure that students are aware of and comply with the school district's expectations for student conduct. At Central Elementary School, we have high expectations for our community and call it "Raider Pride." We need a positive, safe, and orderly school for learning to thrive. School is a social setting in which students learn individual and group responsibilities. Students learn to make decisions about their

behaviors. Clear expectations help students know appropriate behaviors for school and other public places. This includes halls, bathrooms, playground, cafeteria, and bus. Proper behavior is expected everywhere on school property as well as on the bus.

Example Behaviors and Consequences:

Major Offenses:

Examples:

- Fighting
- Stealing
- Hitting, spitting, kicking, biting
- Possessing offensive, dangerous or inappropriate items
- Refusing to comply with directions given by an adult
- Continued repetition of minor infractions

Potential Consequences

- Removal from setting
- The student will talk with the principal or counselor
- A parent will be contacted via phone call and behavior slip
- One or more quiet lunch period(s), in-school suspension, or out of school suspension, depending on the severity
- Restitution

Minor Offenses:

Examples:

- Pushing/running
- Disrespectful language/swearing
- Disruption in class or other areas
- Throwing items
- Inappropriate bathroom/sink use

Potential Consequences

- Dealt with individually
- One quiet lunch period if warranted
- Parents contacted by phone or behavior slip
- Expectations of school behavior are clearly explained to the student
- Restitution

Quiet Lunch: Quiet lunch is a time for students to reflect on their behavior and plan for positive behaviors in the future. Quiet lunches are in the stop and think room. They may or may not be working with an adult during this time.

Stop and Think: The stop and think room is a quiet, private place where an individual student can spend quiet time away from other students. The room is located in the main office next to the principal's office.

Raider Pride P.B.I.S. Rubric

	P Positive words and actions	R Responsibility for self	I Integrity and honor	D Display self-control	E Excellence in Everything
Bathroom	Respect others' privacy	Wash hands after using the bathroom Level 2 Voice	Be a positive role model Report any problems	Feet on floor Hands to self Two pumps-two pushes	Be a positive role model
Hallway	Thumbs-up	Walk Level 1 voices Walk on right	Pick up any trash	Friendly wave Keep hands at the side	Be a positive role model
Cafeteria	Say please & thank you Sit on pockets	Put tray away Clean up mess Wash before and after	Report big spills	Hands and feet to self Level 3 voices Stand calmly in line	Be a positive role model
Playground	Line-up when told Respectful language share	Return equipment Bring in belongings	Include others Report bullying and accidents	Use problem-solving skills Peaceful contact	Be a positive role model
Assembly	Sit central style Polite clapping	Listen to speakers Hands and feet to self	Audience etiquette	Eyes on speaker Level 1 voices	Be a positive role model
Media Center	Respect property	Return books on time Return materials to correct location	Wait turn Report damaged materials	Level 2 voices Use time wisely Hands and feet to self	Be a positive role model
Dismissal	Go straight to bus Walk Stay on sidewalk Use crosswalk	Be Safe Have all belongings Note from home indicating a change	Help others	Hands and feet to self Level 2 voices	Be a positive role model
Lockers or Desk	Shut quietly Keep clean	Be prepared Neatness/organized	Respect property and privacy	Keep hands and feet to self	Be a positive role model
Computer Lab	Follow acceptable usage procedures	Follow directions Return materials	Respect property and privacy Report problems	Hands and feet to self Level 1-2 voices	Be a positive role model

Bus	Respectful language Sit on pockets	Follow directions Be at the stop on time Watch for your stop	Respect property and privacy	Keep hands to self Keep feet in front of you Level 3 voices	Be a positive role model
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Behavior Management Tools

Central Elementary School has two types of Behavior Management tools in use. They are as follows:

Fix-It Ticket: All staff members may use this slip to help alleviate what constitutes "minor" behavior problems. Staff will give 1 – 2 verbal warnings about appropriate behavior choices. A "Fix It Ticket" will be issued after the warnings. The homeroom teacher and parents will document Fix-It Ticket offenses will be notified after the third offense.

Office Referrals: After the 3rd Fix-It Ticket in a month or if more serious behavior occurs, it will result in an office referral. A student may be sent to the office for hitting, kicking, pushing/shoving, stealing, swearing, or any other behavior deemed inappropriate or dangerous to themselves or others.

The following process will take place if this happens;

- 1) An office referral slip will be generated by the appropriate staff.
- 2) The student is called to the office to discuss the behavior with the administrator.
- 3) One or more of the following steps are then taken:
 - The administrator calls the parent and explains the behavior.
 - The student calls the parent and explains the behavior.
 - A parent conference is required

Suspension/Expulsion: A student may be suspended or expelled depending upon the severity of the situation, on the following grounds:

- 1) Willful violation of any reasonable school regulation
- 2) Willful conduct which disrupts the rights of others
- 3) Willful conduct which endangers the student or others or property

The school supports the terms of The Pupil Fair Dismissal Act of 1974.

Severe Clause: More severe Behaviors (i.e., when the student's behavior endangers themselves or others, or chronic repeat offenders) may require further action. The actions we have in place are the following:

- In-School Suspension.
- After School Detention (parent or guardian will be responsible for picking the student up after detention).

Raider PRIDE Fix-it Ticket	
Student Name _____	Date _____
<u>This behavior happened in:</u>	
Classroom _____	Specials _____
Bathroom _____	Hallway _____
Lunchroom _____	Recess _____
Computer Lab _____	Bus _____
<u>Behavior Observed:</u>	
Not following directions	Loud Voice
Running in the hallway	Teasing/Bullying
Disrespectful to others	Late to class
Disrespectful to property	
Not keeping hands/feet to self	
Teacher Comments:	
How will you fix-it to display Raider PRIDE?	

- Out of School Suspension (followed by a Re-entry Meeting).

District Policies and Guidelines

*A complete District Policy Manual can be found in the District Office or the Central Elementary Principal's Office.

Bullying/Cyberbullying

For purposes of this policy, the definitions included in this section are derived from Minnesota State Statute. For a complete copy of this policy, contact the district office.

"Bullying" means intimidating, threatening, abusive, or harmful conduct that is objectively offensive and:

1. there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic devices, that causes a substantial disruption to the educational environment at Central Public Schools.

ATTENDANCE REGULATIONS / POLICY

Enrollment: Under the existing school policy, a child must be five years of age before September 1st of the current school year to be enrolled in Kindergarten. A child must be six years of age before September 1st of the current school year to register in first grade.

Withdrawals: If you are moving out of the District, the school should be notified at least a week in advance to prepare the proper transfer of records and the child's supplies collected before the transfer. Parents are requested to sign a "Release of Records" form to transfer the records to the correct school.

Attendance: The Board of Education, administration, and faculty believe that all students should benefit from the educational opportunities, programs, and activities available at school. Minnesota state law and the Department of Education require daily attendance. The student's obligation for regular and continuous attendance is the joint responsibility of the parent, the student, and the school. If attendance is irregular, the student loses the benefits of constant instruction, allowing for steady and meaningful growth.

All students at Central Elementary School will be expected to be diligent and punctual in their attendance. All students will be held accountable for missed days of school. Students in our elementary school will be considered absent for a half-day if they arrive after 9:00 a.m. or leave before 2:00 p.m. Classes for grades K-5 will start at 8:05 a.m. and end at 2:45 p.m.

If your child is picked up during the day, it is the person's responsibility to pick up the child to sign them out in the office. Likewise, when a student returns to school or arrives late, they sign in at the office and give the classroom teacher their tardy slip when returning to class. The policy provided herein shall apply to individual class attendance.

Absence Reporting Procedure: When an absence is necessary, the parent/guardian should notify the school by 8:30 a.m. stating the reason for the student's absence. Our Attendance Line (467-7304) is available 24 hours a day for your convenience. Contact the office if there are extenuating circumstances. Parents will be required to write an excuse when a student returns to school or send a doctor's note if the student has been absent for more than three days due to an illness. A reason for absence must be given to determine if the absence is excused.

Make-up Work: If your child is absent for a day, make-up work will be taken care of upon return to school. If the absence is for a more extended period, we suggest that a parent calls for the make-up work before or after school. Two days will be allowed for the completion of make-up work unless the classroom teacher provides an extension.

General Statement of Policy:

Responsibilities:

1. **Student's Responsibility**
It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and be aware of and follow the correct procedures when absent from a given class or study hall. Finally, it is the student's responsibility to request any missing work.
2. **Parent or Guardian's Responsibility**
It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
3. **Teacher's Responsibility**
The teacher's responsibility is to take daily attendance and maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and apply them uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, the teacher's responsibility is to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.
4. **Administrator's Responsibility**
 - a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all

procedures governing attendance, apply these procedures uniformly to all students, maintain accurate records on student attendance, and prepare a list of the previous day's absences stating the status of each. Finally, the administrator's responsibility is to inform the student's parent or guardian of the student's attendance and work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the regulations of the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session unless the school board has excused the student from attendance because the student has already completed the state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

Attendance Procedures

1. Regular attendance is a responsibility that parents share, students and the school.
2. The School Board considers the following as "excused" absences:
 - A. Illness
 - B. Serious illness in the student's immediate family
 - C. A death in the student's immediate family or of a close friend or relative
 - D. Medical or dental treatment
 - E. Court appearances occasioned by family or personal action
 - F. Religious instruction not to exceed three hours in any week
 - G. Physical emergency conditions such as fire, flood, storm, etc.
 - H. Official school field trips or other school-sponsored outings
 - I. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences, and students will be permitted to complete make-up work.
4. Unexcused absences may have parental approval but are not designated as legal absences in the above section. This would include "sleeping in," skipping school, shopping, or babysitting a younger sibling.
5. Truant absence is any absence of part or all of one or more days from school during which the school secretary, principal, or teacher has not been notified of the reason for the student's absence by a parent or guardian.

Tardy Procedure: Students are expected to be in their classroom at the beginning of the day. Failure to do so constitutes tardiness. Families will receive a letter from the school reminding them of the importance of being at school on time if/when tardiness becomes a pattern.

Communications & Enforcement: The principal will review student attendance records monthly or at the teacher's request.

1. Upon a student's absence of 3 consecutive days, the school nurse will contact the parent/guardian to review with the parent the reason for such absence.
2. When a student's unexcused absenteeism reaches three days, a letter will be sent to the family.
3. When student unexcused absenteeism reaches seven days, the student and family will be referred to the Carver County Social Services for truancy referral.

Section 7. Pupil Fair Dismissal Act: All school personnel will abide by the "Pupil Fair Dismissal Act" of 1974, M.S. 127.26-127.39, which is in keeping with the due process for students.

MINNESOTA STATUTES REGARDING TRUANCY

Continuing Truant (M.N. Stat. 260A.02)

"Continuing Truant" means a child who ...is absent from instruction in a school without a valid excuse within a single school year for:

1. three days if the child is in elementary school or
2. three or more class periods on three days – if the child is in middle school or high school.

Notice to Parent or Guardian When A Child is a Continuing Truant (M.N. Stat. 260A.03)

Upon a child's initial classification as a continuing truant, the school attendance officer or other designated school official shall notify the child's parent or legal guardian by first-class mail or other reasonable means of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Section 120A.22, and parents or guardians who fail to meet this obligation may be subject to prosecution under Section 120A.34;
4. that this notification serves as the notification required by Section 120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Chapter 260C
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restrictions, or delay of the child's driving privilege pursuant to 260C.201; and
9. It is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

Habitual Truant/Child in Need of Protection or Services (CHIPS) M.N. Stat. 260C.007 Child who is in need of protection or services" means a child who is in need of protection or services because the child...(14) is a habitual truant.

Subd. 10 Habitual Truant . . ." Habitual Truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for *seven* school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school . . . or high school, or a child who is 17 years of age who is absent from attendance without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

Truancy in Regards to Open Enrolled Students: The School District may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat 124D.03) or Enrollment in Nonresident District (Minn. Stat.124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes Chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

WELLNESS POLICY

I. PURPOSE

The purpose of this policy is to ensure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education, and that healthful eating and physical activity can have a positive impact on student behavior.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active regularly.
- F. The qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide a clean, safe, and pleasant setting and adequate time for students to eat.

III. GUIDELINES

A. Foods and Beverages

- 1. All foods and beverages available on campus during the school day (including concessions and a la carte cafeteria items) will be consistent with the current U.S.D.A. Dietary Guidelines for Americans.
- 2. The food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all federal, state, and local laws and guidelines.

3. Foodservice personnel shall adhere to all federal, state, and local food safety and security guidelines.
4. The school district will make every effort to eliminate any social stigma attached to and prevent the overt identification of students eligible for free and reduced-price school meals.
5. The school district will allow students access to handwashing or hand sanitizing before eating meals or snacks, and students should be encouraged to use such facilities.
6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and make every effort to schedule meal periods during the school day.
7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students eat during such activities.

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with federal, state, and local statutes and regulations.
2. The school district shall designate the Food Service Director to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current U.S.D.A. Dietary Guidelines for Americans. The school board will appoint a School District Nutrition Advisory Committee to advise the Food Service Director with these responsibilities.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health.
 - b. role of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age-appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines, vending machines, fundraising events, and concession stands during the school day.

3. Schools will not use food or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individualized education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television.
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being
2. The school district will support parent's efforts to provide a healthy diet and daily activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities. In addition, it will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district.
- B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the foodservice program administrator, the building principal, or the superintendent's designee, as appropriate.
- C. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selecting all foods made available on campus.
- D. The superintendent or designee will ensure compliance with the Wellness Policy.

Legal References: 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
P.L. 108-265 (2004) § 204 (Local Wellness Policy)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us

Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org

FOOD AND BEVERAGE GUIDELINES

1. Foods and beverages offered over the course of a school week should be nutrient-dense, including whole-grain products and fiber-rich fruits and vegetables to provide students with various choices to maintain a balanced diet.
2. Foods and beverages available during the school day should include various healthy choices that are of excellent quality, appealing to students, and served at the proper temperature.
3. Foods and beverages available during the school day should minimize trans and saturated fats, sodium, and sugar as defined by the Dietary Guidelines for Americans.
4. Food and beverage providers should offer modest portion sizes age-appropriate for elementary, middle, and high school students, respectively.
5. If a la carte foods are available, they should include various nutritious foods, such as fruits, vegetables, whole grain, and low-fat or nonfat dairy foods.
6. Nutrition information for products offered in snack bars, activity concessions stands, a la carte, vending, and school stores should be available when possible. In addition, healthy food and beverage choices should be available at these locations.
7. Carbonated beverages should not be available to elementary, middle school, and high school students during the school day.
8. Beverage vending machines will be available to students as permitted by applicable state and federal laws regarding hours of operation. However, no carbonated beverages, regular or diet, will be sold out of any district vending machine. Teachers' lounges may be exempt from this requirement.
9. School sites will encourage healthy choices for snacks in the classroom, on field trips, and at school picnics and outings.
10. Classroom celebrations should encourage healthy choices and portion control.
11. Schools should encourage fundraisers that promote positive, healthy habits, such as the sale of non-food and nutritious food items and fundraising to support physical activity events.
12. Schools will discourage the use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
13. Food brought into schools to be served to students must be commercially prepared food items during the

school day.

14. No carbonated beverages will be allowed in classrooms during the regular school day.

NUTRITION EDUCATION GUIDELINES

1. School programs should ensure that students in pre-kindergarten through grade 12 receive nutrition education that provides the knowledge they need to adopt healthy lifestyles. Nutrition education should be well-integrated within a comprehensive school health education program and should include instruction that helps students learn more about the importance of various food groups; caloric, sugar, and fat intake; healthy cooking methods; the role of diet in preventing health problems; the recognition of the role media play in marketing and advertising foods and beverages; and the relationship of a balanced diet and regular exercise to a healthy lifestyle.
2. Nutrition concepts should ensure he is reinforced by all school personnel.
3. Nutrition education should include reinforcing the importance of physical activity and the health risks associated with a sedentary lifestyle.
4. Staff primarily responsible for nutrition education should be adequately trained and regularly participate in professional development activities to deliver quality nutrition education effectively.
5. School districts should provide educational information and encourage healthy eating and physical activity for families, both within and outside the home. In addition, family members should be a critical part of the team responsible for teaching children about health and nutrition.

PHYSICAL ACTIVITY AND EDUCATION GUIDELINES

1. Students from kindergarten through grade 10 will receive regular, age-appropriate physical education. In addition, students in grades 11- 12 will have elective physical education opportunities.
2. Physical education should be designed to build interest and proficiency skills, knowledge, and attitudes essential to a lifelong physically active lifestyle. It should include providing information, fostering a positive atmosphere, encouraging self-discipline, developing motor skills, and promoting activities that can be carried out throughout students' lives.
3. The physical education curriculum should be coordinated with the time health education curriculum.
4. Physical education should provide safe and satisfying physical activity for all students, including those with special needs.
5. Whenever possible, elementary schools should provide daily recess that encourages physical activity.
6. Schools should provide information to parents to help them promote and incorporate physical activity and healthy eating into their children's lives.

HAZING POLICY

I. PURPOSE

This policy aims to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the school district's educational goals and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or another district employee shall plan, direct, encourage aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or another district employee shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for the action.
- F. The school district will investigate all complaints of hazing. It will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or another employee of the school district who is found to have violated this policy.

III. DEFINITION

- A. "Hazing" means doing something or making another student do something that creates a risk or harm to a student in order for the student to be initiated into or affiliated with a student organization. Hazing is a violation of school policy regardless of the time or places it occurs.
 - 1. Any physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or adversely affects the student's mental or physical health or safety.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health or safety.
 - 4. Any activity that intimidates or threatens the student with ostracism, which subjects the student to extreme mental stress, embarrassment, shame, or humiliation, adversely affects the student's mental health or dignity, or discourages the student from remaining in school.
 - 5. Any activity that caused or required the student to perform a task involving a violation of state or federal law or school district policies or regulations.

HARASSMENT AND VIOLENCE POLICY

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence based on race, color, creed, religion, national origin, sex, age, marital status, family status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil; parent, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel through conduct or communication based on race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regards to public assistance, sexual orientation, or disability as defined by this policy.
- C. A violation of this policy occurs when any pupil, parent, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator or other school personnel or group of pupils, teachers, administrators, or other school 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 pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

CENTRAL HIGH SCHOOL

2022-2023



**PARENT AND STUDENT
HANDBOOK**



Dear Parents and Guardians,

I want to take this opportunity to welcome you to Central Schools for the 2022-23 school year. My name is Rich Larson and I am thrilled to join this wonderful district as the principal of the middle school and high school. My hope for your student is that they would find a place to belong at school—a place where they are able to grow socially, emotionally and academically. The Central Public Schools staff and I look forward to a strong partnership between school and home in order to provide support for our students. To that end, we are pleased to share our Student Handbook with you. In the interest of transparency, we have included our school policies, procedures and expectations for families to review. I invite you to read through this handbook with your student and reach out to me with questions or concerns you may have. I wish you and your family the very best as you begin the 2022-23 school year! I look forward to seeing you soon.

Sincerely,

Rich Larson
Principal
Central Secondary Schools
rlarson@isd108.org
952-467-7101

TABLE OF CONTENTS

MISSION AND VISION STATEMENT	PAGE	01
2022-2023 SCHOOL CALENDAR	PAGE	02
BOARD OF DIRECTORS	PAGE	03
HIGH SCHOOL STAFF	PAGES	04-05
HIGH SCHOOL ACTIVITIES	PAGES	06-09
GENERAL INFORMATION		
Daily Schedule	PAGE	09
School Phone Numbers	PAGE	09
Building Use Guidelines	PAGE	10
Church Night	PAGE	10
Commencement	PAGE	10
Eighteen Year Olds	PAGE	10
Homecoming Eligibility Policy	PAGE	11
Prom	PAGE	11
Notice to Parents	PAGE	11
Student and Parent Handbook Purpose and Agreement	PAGE	11
Student Records	PAGE	12
Military Recruiter Access to Student Data	PAGE	12
On-Line Computer Access to Grades	PAGE	12
Report Cards/Progress Reports	PAGE	13
Parent-Teacher Conferences	PAGE	13
School Closing	PAGE	13
School Activities	PAGE	13
Leaving the Building	PAGE	14
Student Driving and Parking	PAGE	14
Students Personal Property at School	PAGE	14
Vandalism	PAGE	14
LOST OR DESTROYED TEXTBOOKS, WORKBOOKS OR LIBRARY BOOKS	PAGE	15
FEES	PAGE	15
LUNCH POLICY	PAGE	16
APPLICATION FOR EDUCATIONAL BENEFITS FORM	PAGE	16
PARTICIPATION IN HIGH SCHOOL ACTIVITIES	PAGE	16
Student Code of Responsibilities	PAGE	16
PLEDGE OF ALLEGIANCE	PAGE	16
STUDENT DRESS AND APPEARANCE	PAGES	17
COMMENCEMENT DRESS CODE POLICY	PAGE	18
STUDENT SUPPORT SERVICES		
School Counseling Service	PAGE	18
College Visits	PAGE	18
Post Secondary Options	PAGE	18-19
School Counselor	PAGE	19
Ten Tips for Talking to Teachers	PAGE	19
Emergency Care	PAGE	20
Exclusion for Illness	PAGE	20
Health Records	PAGE	20
Health Screening Programs	PAGE	20
Immunizations	PAGE	20
Medications	PAGE	21

TABLE OF CONTENTS

ACADEMIC/FINE ARTS LETTERING AWARD AND GRADING POLICY	PAGES	22-23
STUDY SKILLS	PAGE	24
OPEN STUDY SKILLS FOR SENIORS	PAGES	24-25
EXPECTATIONS FOR CADET TEACHERS	PAGE	25
PLAGIARISM/CHEATING POLICY	PAGE	26
ATTENDANCE POLICY	PAGE	27
Procedures for Absences	PAGE	27
Make Up Slips	PAGE	27
Maximum Absence Policy (Excused and Unexcused)	PAGE	27
Excused Absences	PAGE	27
Unexcused Absences	PAGE	28
School Excused Absences	PAGE	28
Appeals Process	PAGE	28
Notification/Interventions	PAGE	28-29
Truancy (7 unauthorized absence in Carver County)	PAGE	29
Tardy to Class	PAGE	29
Leaving School During The Day	PAGE	29
School Attendance for Co-Curricular Activities	PAGE	30
Homebound Instruction	PAGE	30
REMOVAL OF STUDENTS FROM CLASS	PAGES	30-31
CHEMICAL USE POLICY	PAGE	32
CREDIT FOR LEARNING, TRANSFER OF CREDIT, AND EQUALIZATION OF CREDIT POLICY	PAGE	33
DISCIPLINE POLICY	PAGES	33-42
HARASSMENT AND VIOLENCE POLICY	PAGES	42-47
BULLYING/CYBERBULLYING POLICY	PAGE	47
SOCIAL NETWORK SITES POLICY	PAGES	47-49
STUDENT SEX NONDISCRIMINATION POLICY	PAGE	49-50
HAZING POLICY	PAGES	50-52
BUSING POLICY	PAGE	53
LOCKER POLICY	PAGE	54
WEAPONS POLICY	PAGES	54-55
INTERNET USE POLICY	PAGES	56-57
INTERNET USER AGREEMENT AND PARENT PERMISSION	PAGE	58
APPLICATION FOR EDUCATIONAL BENEFITS	PAGES	59-62
MAP OF HIGH SCHOOL	PAGES	60

MISSION AND VISION STATEMENT

Vision:

Ensuring the next generation will identify ways to positively impact our communities.

Mission Statement:

Educate, Inspire, Empower - Every Student, Every Day

Value Definitions:

Community- Collaborating together to share our success and accomplish our goals.

Kindness- Genuine effort to show compassion for others and realize the value and potential of all.

Integrity- Promoting the highest standards of ethical behavior, fairness and honesty with ourselves and others.

Innovation- discovering creative opportunities and solutions for purposeful improvement.

Relationships- Creating positive connections that last a lifetime.

2022-23 Central Public Schools

Students	Teachers
1st Qtr	43
2nd Qtr	44
3rd Qtr	41
4th Qtr	22
	167
	176

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Aug. 8-11: Teacher Workshop

Aug 10: Transition Day K-5
(Conferences and open house
individualized by appointment)

Aug 15: Transition Day K-5 by
appointment. 6th, 9th grades at
school. Bussing provided for 6th
and 9th grade.

Aug. 16: First Day of School

Sept. 5: No School Labor Day

Oct. 13: End of 1st Qtr.

Oct. 14: No School; Teacher workshop

Oct. 20 & 21: No School; Fall Recess

Oct. 18 & 27: Elementary Conferences

Oct. 27 & Nov. 3: HS/MS Conferences

Nov. 23, 24 & 25: No School
Teacher Comp. & Thanksgiving Break

Dec. 22: End of 2nd Qtr.

Dec. 23: No School Teacher Workshop

Dec. 24 - 31: No School:
Winter Break

Jan. 2: School Resumes

Jan. 16: No School

Jan. 19 & 26: Elementary Conferences

Jan. 26 & Feb. 2: MS/HS Conferences

Feb. 17 & 20: No School President's Day

March 2: End of 3rd Qtr

March 3: No School Teacher Workshop

March 6: Teacher Comp
March 7-10:
No School Spring Break

April 7: No School

May 5: Last Day of School,
1/2 day, students released after
lunch

May 5: Graduation

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CENTRAL PUBLIC SCHOOLS #108

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Kathy Heckmann, Administrative Assistant
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Andrea Franck, Administrative Assistant
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Middle School Principal

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Director of Technology

Steve Anderson 467-7132 sanderson@isd108.org

Bookkeeper/Accountant

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Lynn Peterson 467-7007 lpeterson@isd108.org

Transportation Director

Jon Rumrill 467-7009 jon@fourpointo.com

Custodians

Keith Artmann - Facility Manager
Dashir

School Lunch Program

Chantelle Eshleman – Food Service Director
Taher

HIGH SCHOOL SUPPORT STAFF

SCHOOL PARAEDUCATORS

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Mark Ness 467-7322VM mness@isd108.org

HIGH SCHOOL CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in the many extra-curricular activities available at Central High School.

SENIOR HIGH SPORTS GRADES 9TH - 12TH

<u>ACTIVITY</u>	<u>HEAD COACH/ADVISOR</u>	<u>PARTICIPATION FEE</u>
Football	Gary Kosek	\$120.00
Volleyball	Sarah Hammers	\$120.00
Cross Country	Mark Lagergren	\$100.00
Wrestling		\$120.00
Boys' Basketball	Kyle Strickfaden	\$120.00
Girls' Basketball	Gary Lembcke	\$120.00
Softball	Darrin Fox	\$100.00
Baseball	Jon Wroge	\$100.00
Boys' & Girls' Track	Jake Schrupp	\$100.00
Cheerleading		\$80.00
Dance Team	Mayer Lutheran	\$120.00
Soccer - Girls	Brian Lundgren	\$120.00
Soccer - Boys	Sibley East Coop	\$120.00
Gymnastics	Glencoe-Silver Lake - Kim Hahn	\$140.00

ATHLETIC ACTIVITY PASS Non-Transferable) Sold through Vanco Events Online

Students - \$40.00

Single Adult - \$60.00

Couple (Husband & Wife) - \$100.00

Family Pass - \$150.00

FINE ARTS AND ORGANIZATIONS

FFA	Jim Mesik	\$10.00
International Club	Jen Schramm	\$20.00
Knowledge Bowl	Kelly Street	\$40.00
One-Act Play	Sarah Thomason	\$50.00
Play/Musical	Adam Halpaus/Jenna Leonard	\$50.00
Robotics	Lynn Panning	\$80.00
Speech	Laura Hanson	\$80.00
Stage Band	Adam Halpaus	\$50.00
Trap Team	TBD	Community Ed.

Maximum of \$440.00 Per Family.

All fees must be paid the first week of practice.

- In order to practice.
- Quit by end of first week to receive refund fee.
- No refund fee after first week of practice.

SCHOOL ACTIVITIES

CROSS COUNTRY

Head Coach: Mark Lagergren	mlagergren@isd108.org	467-7100
Asst. Coach: Shawn Erickson	serickson@isd108.org	467-7208

VOLLEYBALL

Head Coach: Sarah Hammers	shammers@isd108.org	467-7127
V-B Asst. Coach: Cara Voigt		467-7100
B-Squad. Coach: Rhea Schwalbach	rschwalbach@isd108.org	467-7343
C-Team Coach: Brooke Raether	breather@isd108.org	467-7390

FOOTBALL

Head Coach: Gary Kosek	gkosek@isd108.org	467-7326
Asst. Coach: Darrin Fox	dfox@isd108.org	467-7134
Asst. Coach: Dave Style		467-7100
C-Team Coach: Jordan Voigt		467-7100

BOYS BASKETBALL

Head Coach: Kyle Strickfaden	kstrickfaden@isd108.org	467-7100
Asst. Coach: Wade Vanderlinde		467-7100
C-Team Coach: Jay Bollum	jbollum@isd108.org	467-7130

GIRLS BASKETBALL

Head Coach: Gary Lembcke	glembcke@isd108.org	467-7100
Asst. Coach: Wade Degler	wdegler@isd108.org	467-7146
C-Team Coach: Keegan Oak	koak@isd108.org	467-7214

WRESTLING

Head Coach:		467-7100
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TRACK

Head Coach: Jake Schrupp	jschrupp@isd108.org	467-7344
Asst. Coach: Gary Kosek	gkosek@isd108.org	467-7326
Asst. Coach: Tim Willems		467-7100

BASEBALL

Head Coach: Jon Wroge	jowroge@isd108.org	467-7222
Asst. Coach: Kyle Evenski	kevenski@isd108.org	467-7334
C-Team Coach: Cole Castel		467-7100

SOFTBALL

Head Coach: Darrin Fox	dfox@isd108.org	467-7164
Asst. Coach: Jay Bollum	jbollum@isd108.org	467-7130
C-Team Coach: Keegan Oak	koak@isd108.org	467-7214

SOCCER

Girls Soccer: Coach – Brian Lundgren	blundgren@isd108.org	467-7100
Asst. Coach: Megan Nelson	mnelson@isd108.org	467-7100
Boys Soccer: Coach	Sibley East Coop	

<u>GYMNASTICS</u>		467-7100
<u>DANCE</u>		467-7100
<u>CHEERLEADER ADVISOR</u>		467-7100
<u>BAND</u>		
Adam Halpaus	ahalpaus@isd108.org	467-7143
<u>FFA</u>		
Jim Mesik	jmesik@isd108.org	467-7145
<u>KNOWLEDGE BOWL ADVISOR</u>		
Kelly Street	kstreet@isd108.org	467-7113
<u>NATIONAL HONOR SOCIETY</u>		
Chris Ludford	cludford@isd108.org	467-7128
<u>ONE ACT PLAY DIRECTOR</u>		
Sarah Thomason	sthomason@isd108.org	467-7335
<u>PLAY/MUSICAL DIRECTOR</u>		
Adam Halpaus	ahalpaus@isd108.org	467-7143
Jenna Leonard	jleonard@isd108.org	467-7209
<u>PEERS</u>		
Kirsten Thor	kthor@isd108.org	467-7174
<u>ROBOTICS</u>		
Lynn Panning	lpanning@isd108.org	467-7129
<u>SPEECH ADVISORS</u>		
Laura Hanson	lhanson@isd108.org	467-7181
<u>STUDENT COUNCIL</u>		
Katie Kennedy	kkennedy@isd108.org	467-7155
Taylor Kriz	tkriz@isd108.org	467-7135
<u>TRAP TEAM</u>		
TBD		467-7100
<u>VOCAL</u>		
Jenna Leonard	jleonard@isd108.org	467-7209
<u>9th GRADE ADVISORS</u>		
Jay Bollum	jbollum@isd108.org	467-7130
Callie Tescher	ctescher@isd108.org	467-7138
<u>10th GRADE ADVISORS</u>		
Darrin Fox	dfox@isd108.org	467-7164
Laura Hanson	lhanson@isd108.org	467-7181

11th GRADE ADVISORS

Adam Halpaus	ahalpaus@isd108.org	467-7143
Sarah Hammers	shammers@isd108.org	467-7127

12th GRADE ADVISORS

Alexander Rome	arome@isd108.org	467-7140
Kirsten Thor	kthor@isd108.org	467-7174

INTERNATIONAL CLUB

Jennifer Schramm	jschramm@isd108.org	467-7141
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PROM ADVISORS

Kelly Street	kstreet@isd108.org	467-7113
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CORONATION ADVISOR

Kelly Street	kstreet@isd108.org	467-7113
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SCHOOL YEARBOOK ADVISOR

Kelly Street	kstreet@isd108.org	467-7113
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Class dues must be paid in order to participate in school activities. (athletics, fine arts, dances, and other co-curricular events)

DAILY SCHEDULE

First Tone	07:55	Lunch:
Period 1	08:00 - 08:54	A - 11:15-11:45
Period 2	08:58 - 09:45	B - 11:42-12:12
Raider/WIN	09:49 - 10:24	C - 12:09- 12:40
Period 3	10:28 - 11:15	
Period 4	11:19 - 12:36	
Period 5	12:40 - 01:27	
Period 6	01:31 - 02:18	
Period 7	02:22 - 03:13	

SCHOOL PHONE NUMBERS

467-7100 – Direct Line to High School Office	467-7147 – Food Service
467-7103 – Fax Line to High School	467-7009 – Transportation
467-7104 – Attendance Line for High School	467-7000 – Direct Line to District Office
467-7105 – Activities Line for High School	467-7200 – Direct Line to Middle School
467-7109 – Counselors Office	467-7300 – Direct Line to Elementary
467-7110 – School Nurse	

BUILDING USE GUIDELINES

1. Any student in the building after 3:30 p.m. must be in a supervised activity. Parents should arrange for transportation home when their child has detention or is in an activity.
2. The Physical Education locker rooms are off limits to students during the school day. This includes the lunch hour.
3. Students cannot work out without supervision. Morning and after school work-out sessions require supervision. This includes gyms, wrestling room, and weight room.
4. Use of the following areas in the building require supervision by staff or coaches. This includes before, during, and after school.

- | | | |
|------------------|-------------------|----------------|
| 1. Media Center | 3. Gymnasium | 5. Weight Room |
| 2. Computer Labs | 4. Wrestling Room | 6. Classrooms |

CHURCH NIGHT

Wednesday night is designated as church night. No school related activities will be scheduled after 6:00 p.m.

COMMENCEMENT

Graduating from high school is one of the most important events in life. It is a rite of passage which marks the successful completion of childhood and the beginning of adulthood. A diploma is a "key" which unlocks the door to many new opportunities and is the foundation upon which the graduate can build a solid future. At Central High School a student has to successfully meet all graduation requirements to participate in commencement exercises.

Post Secondary Education Option students and Area Learning Center students will be allowed to participate in the graduation ceremony if they have earned sufficient credits to graduate.

EIGHTEEN YEAR OLDS

State law provides many adult responsibilities for those persons who have reached eighteen years of age. However, the law also requires adult students to abide by the same rules and regulations of a school as those students who are younger. An eighteen year old student who requests a pass for an appointment must have an appointment card or give the office the name and telephone number of the doctor, dentist, etc. for whom the appointment is made before the pass will be issued. As with younger students, by law, the school is required to judge whether the reason for the absence is excused or unexcused. Adult students are subject to the same disciplinary consequences as other students.

HOMECOMING ELIGIBILITY POLICY

- Section 1: Any student, who receives a MSHSL violation during their sophomore, junior, or senior year will not be eligible to serve as a member of the Homecoming Royalty or to participate as a “Master of Ceremonies” during their sophomore, junior, or senior year.
- Section 2: Any student, who receives a MSHSL violation during their freshman year, will not be eligible to serve as a member of the Homecoming Royalty during their freshman, sophomore, or junior year but would be eligible to participate during their senior year.
- Section 3: Any student, who receives a MSHSL violation during their 8th grade year, will not be eligible to serve as a member of the Homecoming Royalty during their freshman and sophomore year but would be eligible to participate during their junior and senior year.
- Section 4: Any student with two or more MSHSL violations will not be allowed to serve as a member of the Homecoming Royalty or “Master of Ceremonies” speaker.

PROM

In the spring of the year, the juniors entertain the seniors at Prom. It is usually scheduled on a Saturday night. It is an open prom however, no one older than 20 years old may be an invited guest of a junior or senior. The juniors pay for it by fund-raising projects they might undertake, as well as using the money collected from dues. Any student of CHS must have their class dues paid in order to attend prom. Once students arrive at the prom site, they must remain inside the dance area. Guests of Juniors or Seniors must be at least sophomores in High School.

NOTICE TO PARENTS

Pursuant to Minnesota Statute, Central Schools administers a criminal background check on all new employees. In addition, all volunteer coaches and advisors are subject to a criminal background check.

STUDENT AND PARENT HANDBOOK PURPOSE AND AGREEMENT

It is the goal of Central High School to provide a positive and safe learning environment for every student that enters into the school. In efforts to help accomplish this goal, it is necessary for the school district to implement policies and procedures that help students achieve academic success and reflect a common understanding among those who are considered stakeholders in the Central Public School District. Therefore, it is important that students and their parents/guardians read and understand the contents of the Student and Parent Handbook. It is the responsibility of the students, along with their parents/guardians, to know and follow the handbook in its entirety. Signature forms will be distributed at the beginning of the year for students to indicate their understanding of the school district policies highlighted in the handbook

STUDENT RECORDS

PROTECTION AND PRIVACY OF PUPIL RECORDS

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

DIRECTORY INFORMATION

“Directory information” includes the following information relating to a student: the student’s name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” does not include identifying information on a student’s religion, race, color, social position or nationality.

- a. The information listed above shall be public information which the school district may disclose from the education records of a student.
- b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent’s or eligible student’s prior written consent except to school officials as provided under federal law.
- c. In order to make any or all of the directory information listed above “private” (i.e. subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal by October 1 of each school year. This written request must include the following information:
 1. Name of student;
 2. Home address;
 3. School presently attended by student;
 4. Parent legal relationship to student, if applicable;
 5. Specific category or categories of directory information which is not to be made public without the parent’s or eligible student’s prior written consent.

MILITARY RECRUITER ACCESS TO STUDENT DATA

Minnesota law now requires school to release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12 within 60 days after the date requested, UNLESS the parents have refused to release this data to military recruiting offices after receiving this notice.

Parents of 11th and 12th grade students have the right to refuse to release this information. In order to deny release of information, parents must make a written request of refusal to the principal by October 1 of each school year. Call the high school office for the “Refusal for Release of Information Form.”

For complete policy, refer to District Policy Handbook

ON-LINE COMPUTER ACCESS TO GRADES

Parents may access their child’s grades via the internet. Parents must contact the High School office to receive a password for this access. Grades are updated on a regular basis and at a minimum, once per week. In addition, parents can view attendance records, progress reports, and update family information.

REPORT CARDS/PROGRESS REPORTS

Students receive report cards four times a year. In addition, teachers send home progress reports at the midpoint in each quarter or as needed. Parents may request a progress report at any time by contacting the teacher. Incompletes may be given to students who have been absent an extended period of time. **Within two weeks after the quarter ends, all work should be completed so a grade can be given for that class.** Any extended time beyond the two weeks must be approved by the teacher provided there are extenuating circumstances. If not, the grade then becomes a failing grade for that marking period.

PARENT-TEACHER CONFERENCES: See school calendar for dates.

1. Conferences run from 3:30 to 8:00 with staff dinner breaks at 5:00 and 5:30.
2. Conferences are held in the commons and in the old gym in the fall and in the teachers' classrooms in the spring.
3. No need to make appointments.
4. Report cards can be picked up in the commons prior to conferences in the fall.
5. Please attempt to limit your conference to 15-20 minutes.

Conference Topics and Questions:

1. **Homework** – Is my child's homework completed thoroughly, accurately, and on time?
2. **Class Participation** – Does my child ask questions, volunteer answers, and participate in class discussions?
3. **Organization** – Does my child seem organized? Does he/she come to class prepared?
4. **Academic Success** – How is my child doing in the class? Does the class seem to be appropriate for my child's ability level? Is my child working up to his/her potential?
5. **Classroom Time Management** – Does my child use class time wisely?
6. **Attendance and Punctuality** – Is my child in class every day? Does he/she come to class on time?
7. **Focus** – Does my child pay attention in class?
8. **Social Adjustment** – Is my child respectful and courteous to teachers and classmates? Does my child appear to get along well with the other students?
9. **Strengths and Weaknesses** – What is my child good at doing? What does he/she need to work on?
10. **Additional Comments** – do you have any advice or suggestions for me or for my child?

SCHOOL CLOSING

School will be in session except for holidays indicated on the school calendar. School might be closed during extreme weather conditions as otherwise decided by the Superintendent. When school is to be closed or called off, you will receive a call from our Infinite Campus Message Center and an official announcement will be made on KARE 11. With the first closing due to inclement weather, school will not be in session. Subsequent school closings due to inclement weather will be E-Learning days, with all students required to attend classes virtually from home.

SCHOOL ACTIVITIES

Students are expected to display appropriate behavior at all school events. Consequences for inappropriate behavior may include but are not limited to the following:

1. Removal from event and/or future events.
2. Loss and/or suspension of activity pass.
3. Detention/Supervision
4. Parent Notification

LEAVING THE BUILDING

No student is permitted to leave the building or campus before school ends, during lunch, class periods or passing times without permission from the Health Office or Administration. Students with permission to leave the building must sign out when leaving and sign in upon return at the Attendance Office. No student is permitted to leave the building during lunch or online classes.

Leaving the building without authorization may be considered truancy and thus result in disciplinary action. If a student leaves the building without permission and returns, they are subject to be searched.

STUDENT DRIVING AND PARKING

Students are required to park in the parking lot in front of the school. Students parking in the back lots, reserved for staff, may have their vehicles towed at their expense.

Restricted and Reserved Parking: Each parking lot will have a space designated for handicapped or reserved parking. It is a violation of the policy to park in these designated spaces unless qualified. Violators may have their vehicle towed, without warning, at the violator's personal expense.

Parking Permits: Students parking on school property are required to have a parking permit. Permits cost \$25.00 and may be purchased at the high school office. Violators will be towed at owner's expense.

STUDENTS PERSONAL PROPERTY AT SCHOOL

Students are discouraged from bringing valuable or excessive personal property from home. These items may be disruptive both on the bus and in the building and there is no provision to insure the safety of them.

It is the policy of this school district that students shall be responsible for their own personal property. Neither the school district nor its employees shall be responsible to insure the security of student's personal property.

VANDALISM

Our school building and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

LOST OR DESTROYED TEXTBOOKS, WORKBOOKS, OR LIBRARY BOOKS

LOST OR DESTROYED TEXTBOOK, WORKBOOKS, OR LIBRARY BOOKS

"The school will charge an appropriate replacement fee for Textbooks, Workbooks, or Library Books, lost or destroyed by students according to the following values:"

AGE OF BOOK

First Year	-	100% of cost
Second Year	-	75% of cost
Third Year	-	50% of cost
Fourth Year and + as long as the book is usable	-	50% of cost

FEES

In addition to fees for various athletic and fine art activities, Central High School request that fees be paid for the following:

1. Parking fee: \$25.00.
2. Class dues: Cover the following – Homecoming decorations, flowers, Prom expenses, Senior Breakfast, Graduation expenses, limit on Holocaust expenses, funerals, get wells, etc.
9th Grade - \$10.00
10th Grade - \$15.00
11th Grade - \$20.00
***** After Christmas break fees go up \$5.00 for each class.**
3. Shop fees:
Beginning Woods – approximately \$50.00
Intermediate and Advanced Woods – Depends on projects
Metals – approximately \$45.00
4. Art fees: \$10.00
5. Bowling fees for Phy. Ed: \$12.00

NOTE: All fees must be paid before students can attend Prom or Graduation ceremonies.

LUNCH POLICY

Central High School has a closed lunch hour for all students in grades 9-12. It will be a violation of policy for any CHS student to be in the parking lot or in cars at any time during the school day, unless permission has been given by the principal's office. The only designated area in which students may be out of the building is in the area in the front of the high school. Students who violate the lunch policy will be subject to progressive disciplinary action.

APPLICATION FOR EDUCATIONAL BENEFITS FORM

(See back of this handbook)

This form is extremely important to you and to your school. If you believe you are eligible to receive free or reduced meals, please fill out this form and return it to the high school office. Your child will then be able to receive lunches at no or reduced cost. In addition, our school becomes eligible for federal dollars to use in curriculum programming. This can mean thousands of extra dollars for our school. If you need assistance in filling out this form, please call. This information will remain completely confidential and your child will remain anonymous when receiving his/her free or reduced meal.

PARTICIPATION IN HIGH SCHOOL ACTIVITIES

STUDENT CODE OF RESPONSIBILITIES

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state, and country.
5. 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 is not in good standing and is ineligible for a period of time as determined by the principal.

PLEDGE OF ALLEGIANCE

Minnesota Statutes 121A.11; "Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice."

STUDENT DRESS AND APPEARANCE

The appearance of a student is primarily the responsibility of the individual and the parent. District 108 students are expected to maintain an appearance that is not distracting to teachers or other students, disrespectful to others, or disruptive to the educational process. In addition, student attire must comply with standards of health and safety. (Ex.: State law requires that shoes must be worn in public buildings.) Symbols, emblems, badges, signs, words, objects or pictures on clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion, or that are lewd, vulgar, or obscene, are not permitted.

It is not the intention of this Dress Code to interfere with a student's right to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages usually are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

Examples of prohibited attire include, but are not limited to, the following:

- Confederate flags, swastikas, Nazi symbols, or portions thereof;
- Clothing using language that is vulgar, sexually suggestive, or demeaning of others;
- Items referring to or suggestive of alcohol, drugs, gangs, tobacco, sex, and references to male/female body parts;
- Clothing or hairstyles depicting gang symbols, look-alike gang symbols or gang hand gestures
- Tattoos depicting gang symbols or gang messages;
- Roller blades, shoes with rollerblades or skateboards;

When a student's appearance violates the Dress Code, the student will be required to change his/her attire and additional consequences may be imposed, at the discretion of school officials, including sending the student home to change clothes. In exercising discretion to discipline and/or impose other consequences on students violating this Dress Code, school officials shall take into account the age of the student, District 108's student discipline policy, and whether the violation occurred during the instructional day while school was in session or in connection with a school related activity. Students sent home for inappropriate attire will be considered unexcused during their absence from school.

Legal References:

U.S. Constitution, First Amendment

- * *Stephenson v. Davenport Community School District*, 110 F.3d 1303 (8th Cir. 1997)
- * *Olesen v. Board of Educ. Of Sch. Dist. No 228*, 676 F. Supp. 822, 44 Educ. L. Rep. 205 (N.D. Ill. 1987).
- * *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).

Cross References MSBA Model Policy 506 (Student Discipline)

COMMENCEMENT DRESS CODE POLICY

School Board policy for Graduation will be a maroon cap and gown with tassel. The following options are available:

1. Students will be given the opportunity to purchase their cap, gown, and tassel.
2. Students can wear former graduate's cap, gown and tassel.
3. Students can rent a cap, gown, and tassel and the district will be required to pay for this rental. If this option is chosen, keep the following in mind:
 - Since the district is paying for these items, students will be required to return the cap, gown, and tassel in good, clean condition immediately following the ceremony.

STUDENT SUPPORT SERVICES

SCHOOL COUNSELING SERVICE

A counselor is available to work with students to help them realize their full potential. The counselor acts as consultant to teachers and other members of the school staff on problems relative to the best development of the student and to parents in discussing student talents and needs. The counselor serves as liaison between the guidance program and the community.

The purpose of counseling, which is the heart of the guidance program, is to help the student think through their problems, difficulties and relationships. This is so the student can understand themselves and their opportunities, to make appropriate adjustments and decisions in light of this understanding, to accept responsibilities for their choices, and to follow a course of action in harmony with those choices.

COLLEGE VISITS

Seniors and juniors planning to visit colleges and technical schools may be excused upon receipt of the parent's/guardian's permission slip and a clearance through the counseling office before the absence date. When going on a college visit remember that you must get a College Visit Form from the Guidance Office, have it filled out by your teachers, and returned to the Guidance Office at least one day before you go. This **MUST** be done in order for the day to be excused. Having your parents call in the day of the visit is **NOT** considered an excused absence. Remember college visits are a privilege not a right therefore, **students failing any classes will not be allowed to make college visits.**

NOTICE TO STUDENT PARTICIPATING IN POST SECONDARY OPTIONS (PSEO)

The following are some reminders regarding the PSEO program. Please make sure you understand all of the attached information and return this signed form to your counselor.

1. All PSEO courses will transfer to your high school transcript with the college grade earned.
2. No college grades earned through PSEO are "weighted" when transferred to your Central High School transcript.
3. There is a conversion chart used to convert college semester credits to high school semester credits (e.g., 4 college semester credits = 1 high school credit).
4. No more than an equivalent of a total of eight credits may be taken between college classes and high school classes for a calendar school year.

5. You must make an appointment with your counselor concerning registering for PSEO classes.
6. **In order to participate in CHS's graduation ceremony, it is your responsibility to supply us with your first and second semester post secondary grades within 5 days prior to graduation.**
7. Student will bring a college course schedule to the Guidance Office no later than 1 week after classes have begun.
8.
 - a. For juniors, class rank in the upper one-third of their class or a score at or above the 70th percentile on a nationally standardized, norm-referenced test.
 - b. For seniors, class rank in the upper one-half of their class or a score at or above the 50th percentile on a nationally standardized, norm-referenced test.

SCHOOL COUNSELOR

The School Counselor is available to assist with identifying and preventing student problems within the school setting. They offer supportive services for students on individual and/or group bases. The School Counselor will help students develop coping skills, such as decision making, assertiveness, stress management, and self awareness to enable students to have a positive learning experience. The School Counselor is a liaison between home, school, and community resources, so parents and students are encouraged to contact them.

TEN TIPS FOR TALKING TO TEACHERS

Are you having a problem with a class or an assignment? Can you see room for improvement in how a subject is being taught? Do you have a better idea for a special project or term paper? Don't just tell your friends. Tell your teacher! Many students have told us that they do not know how to go about doing this. The following suggestions are meant to make it easier for everyone – students and teachers.

1. Make an appointment to meet and talk.
2. If you know other students who feel the way you do, consider going to the teacher together.
3. Think through what you want to say before you go into your meeting with the teachers, maybe even carry in a list of the things you want to discuss.
4. Choose your words carefully.
5. Don't expect the teacher to do all the work, or come up with all the answers.
6. Be diplomatic, tactful, and respectful. Remember the four C's of successful communication: Conversation; Cooperation; Compromise; Commitment.
7. Focus on what you need, not on what you think the teacher is doing wrong.
8. Don't forget to listen.
9. Bring your sense of humor.
10. If your meeting isn't the success you hoped it would be, get help from another adult.

HEALTH SERVICES

EMERGENCY CARE

Emergency care is provided to students who experience illness or injury at school.

1. **Emergency Forms** - At the beginning of each school year, parents are expected to complete the Students Emergency Card, which provides up-to-date emergency phone numbers and medical information. It is the parent/guardian responsibility to notify the school of any change of address, telephone number, or emergency numbers.
2. **Injury** - In the case of injury or medical emergency, the school will attempt to notify parents first, when possible. In a medical emergency the local emergency system will be used, and the student will be transported to Waconia Ridgeview Hospital or the nearest emergency facility via ambulance, at parent expense.
3. **Illness** - In the case of illness, the school will contact the parent at home or at work. The parent will be expected to pick up the child or to make arrangements for someone else to do so promptly. If the school is unable to contact the parent, the emergency alternate identified on the Emergency Card will be contacted.

EXCLUSION FOR ILLNESS

Children will be excluded from school when they demonstrate any of the following symptoms:

- Oral temperature over 100F.
- Diarrhea
- Breathing difficulties
- Vomiting
- Undiagnosed rash

Health Services should be notified of any communicable diseases and treatment, to assure control in other students. Readmission to school for the following communicable diseases shall be:

1. **Chickenpox** - All lesions are dry and crusted (5-7 days).
2. **Impetigo** - At least 24 hours after the start of medication and sores are improving. If there is no improvement in 48 hours, area should be reassessed by a physician.
3. **Scabies** - Until 24 hours after treatment begins.
4. **Hepatitis** - Physician statement required for readmittance.
5. **Strep Throat** - At least 12 hours after start of medication and fever free without use of fever-reducing medication.
6. **Ringworm of Scalp and Skin** - Following treatment with fungicide.

HEALTH RECORDS

All students are required to have an individual health record on file in the Health Office. It contains a cumulative health history, screening results, and immunization history. Parents are expected to keep Health Services informed of medications, even if they aren't administered at school, and current or chronic medical problems that could affect the student's comfort and ability to learn. A complete physical exam is recommended, but not required prior to school entrance.

HEALTH SCREENING PROGRAMS

Health services are available to conduct hearing and vision screenings for individual students via parent/guardian request. If you have a concern about your child's hearing and or vision please contact the school nurse at 952-467-7110.

IMMUNIZATIONS

Minnesota State law requires parents of all students to present proof that all immunizations are up to date at the time of school entrance. Schools are mandated to keep accurate records for each student enrolled. Students not meeting the minimum requirements will be excluded from school. Conscientious objectors to the State Immunization Law must complete a notarized form before the time of school entrance.

MEDICATIONS

1. In accordance with Minnesota Department of Health recommendations, District 108 WILL NOT provide any medications.
2. To administer medications at school, the Health Office must have a completed Medication Authorization form that includes:
 - a. Signed parent permission.
 - b. Name of medication.
 - c. Instructions regarding route of administration.
 - d. Reason medication is needed.
 - e. physician's signature (required for all prescription medications and over-the counter medications if given more than 5 times at school)FDA approved non-prescription medication (Tylenol, Cough Syrup, Antihistamines, etc.) will be given for a maximum of 5 days with parent permission on the Medication Authorization Form. After that time, orders from a physician will be required. Medication must be brought to school in the original container for the safety of all students.
3. Prescription medications will be administered under these circumstances:
 - a. Signed parent permission and physician's permission. A current signed physicians' statement is needed for all controlled medications (i.e. ADD & ADHD medications)
 - b. Current prescription - properly labeled with the child's name, date, name of physician, name of medication, dosage, and frequency of administration. The pharmacy should divide home and school doses into two bottles with proper labels to avoid the need to transport medication daily. Medication must be sent to school in the original container.
4. Parents are encouraged to bring medication, especially controlled substances such as ADD or ADHD medication, to the school nurse or principals' office for the health and safety of your child and the other students. Students are not allowed to have prescription medications in their possession, excluding emergency medications (EpiPen, inhaler).
5. Students grades 7-12th grade are allowed to self-carry over-the-counter medications (Tylenol, Ibuprofen, cough drops). Please complete the Self-Carry Authorization Form and return to the school's health office. This is for the health and safety of the students.

ACADEMIC/FINE ARTS LETTER AWARD POLICY

The Board of Education wishes to encourage high academic performance and participation in fine arts activities by students in School District 108. To recognize the commitment, talent, and skills exhibited in academic achievement and fine arts participation, the school district shall award a school letter based on established performance criteria.

Senior High students, grades 9-12 shall be eligible for a school letter and for the Presidential Academic Fitness Award for exceptional academic performance.

Senior High students may earn a school letter for fine arts performance, athletic performance, and/or in the areas of Drama (One Act Play and/or Three Act Play), Speech, Band, Choir, Yearbook, Student Council, National Honor Society, Knowledge Bowl, and PEERS.

* **Academic Letter 9th - 12th Grade**
* **Drama**
* **Band**
* **Yearbook**
* **Student Council**

* **President's Education Awards**
* **Speech**
* **Choir**
* **National Honor Society**
* **Athletics**

See Activities Handbook for list of criteria to earn a letter.

DISTRICT POLICY FOR ACADEMIC LETTERING

PURPOSE:

In order to promote academic excellence and to recognize those students, who have demonstrated superior academic achievement, District 108 has developed the following Academic Lettering Policy.

CRITERIA

1. Grades 9 – 12 eligible.
2. Students in grades 9, 10, & 11 must maintain a grade point average of 3.67 or above for 3 of 4 quarters.
Seniors must maintain a grade point average of 3.67 for the first three quarters.
3. Students will receive a chenille letter and gold bar for their first award; students will receive gold bars for additional awards.
4. Students in grades 9 – 11 must be enrolled in a minimum of six (6) classes. Seniors must earn a minimum of 5.5. credits.
5. Students will not have any “D” or “F” grades for any quarter.

PRESIDENT'S EDUCATION AWARD

The President's Education Awards Program is designed to recognize and reward academic excellence and academic achievement. Awards given are the Presidential Award for Educational Excellence and Presidents Academic Achievement Award. Criteria for these awards include high academic achievement and outstanding achievement in a standardized test and the classroom. Awards will be given to students when they exit eighth and twelfth grades.

GRADING AND HONOR ROLL

Students who achieve a quarterly GPA of 3.0 will be included on the "B" Honor Roll. Students who achieve a quarterly GPA of 3.67 will be included on the "A" Honor Roll.

In an effort to inform students and parents how to calculate GPA, we offer the following examples. Keep in mind, that grades are based on a 4.0 scale.

Qtr. 2 GPA Calculation: $\text{Grade Value} \times \text{Effective Credit Weight} = \text{Grade Points} - \text{Total Credits Attempted} = \text{GPA}$

SEMESTER VALUE

#	Course	Credit Value	Gr.	Value		Eff Wgt.		Grade Pts.
103	PE 10	0.250	B+	3.330	*	0.250	=	0.832
106	HEALTH	0.250	B	3.000	*	0.250	=	0.750
88	GEOMETRY	0.500	C+	2.330	*	0.500	=	1.165
56	GERMAN I	0.500	B-	2.670	*	0.500	=	1.335
112	BIOLOGY	0.500	B-	2.670	*	0.500	=	1.335
45	ENGLISH II	0.500	B	3.000	*	0.500	=	1.500
122	HISTORY 10	0.500	A	4.000	*	0.500	=	2.000
				Totals		3.000		8.918

$$\text{Q2 GPA} = 8.918 / 3.000 = 2.973$$

A	=	4.00
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33

C	=	2.00
C-	=	1.67
D+	=	1.33
D	=	1.00
D-	=	0.67
F	=	0.00

GRADUATION

Graduating Seniors with cumulative GPA of 3.67 will be given a Gold Honor Cord in recognition of their high academic achievement, which will be worn at Graduation. Those students with a GPA of 3.33 to 3.66 will receive Silver Honor Cords. Students with 3.0 to 3.32 will receive White Honor Cords.

WEIGHTED GRADING FOR ADVANCED PLACEMENT (AP) AND COLLEGE IN THE SCHOOLS (CIS) COURSES

In order to encourage students to take AP and CIS courses, these classes will be weighted on a 5 point scale vs. a 4 point scale for all other classes. Therefore, the value of an A in AP and CIS courses will be 5 points vs. 4 for all other classes, a B will have a value of 4 points vs. 3 points, etc.

DROPPING A CLASS

1. A student may withdraw from a class through the last day of the 1st week of the semester or during the semester upon teacher recommendation and parent permission. If a student drops a sixth subject after the five days, a "F" grade will be recorded.
2. As a way to encourage students to take risks in pursuit of academic excellence, a student may drop a seventh subject excluding Study Skills through the tenth week of a given semester.

STUDY SKILLS

The CHS staff believes that if students will use the study skills taught in the various content areas, academic performance will improve. To that end, student study halls will play an important role in the following ways.

1. Study halls will now be called study skills period.
2. Each staff member will be responsible to include in their curriculum, lessons designed to teach study skill development which concentrates on their particular content area.
3. Students will be graded on their study skill performance by receiving an A, B, C, or D.
4. Staff will use an objective check list to mark students Study Skills performance. Students will receive a check mark when they stray off task. For Example: Unexcused tardies, talking, sleeping, no materials to work on, improper passes, room vandalism, wandering around room, etc. Grades break down as follows:

0-5 check marks during the quarter = A

6-10 check marks during the quarter = B

11-15 check marks during the quarter = C

16-20 check marks during the quarter = D

21+ check marks during the quarter = F

All students will start their Study Skills Period with zero check marks. Therefore, everyone will start with an A. **Note:** There are no + or - grades for study skills.

5. Study Skills grade will be included in student G.P.A. However, students in study skills will not earn credit/credits toward graduation. Only the grade will count toward G.P.A. Weight toward GPA will be 50% of a normal letter grade.
6. Credits required for graduation are as follows:

Seniors	23.5 credits	Sophomores	23.5 credits
Juniors	23.5 credits	Freshman	23.5 credits

OPEN STUDY SKILLS FOR SENIORS

Seniors will be allowed open study skills starting 2nd semester provided they meet the following guidelines:

1. Overall GPA of 3.0 or B average and passed all classes.
2. Maintain good attendance.
 - a. No unexcused absences.
 - b. No more than six (6) absences from any class.
 - c. No excessive unexcused tardies.
 - d. All Detention hours made up.
 - e. Keep all school grounds clean and picked up whether you made the mess or not.
3. Students will not be allowed to leave school building except for the area immediately outside the High School Office.
4. Students shall not congregate in hallways or other areas where they may distract the classes in session.
5. Open study skills privileges will be removed if student receives failing mid-term grades, graduation is in jeopardy, or student has violated school rules.
6. No grade and/or grade points will be given for study skill to those seniors who chose to have an open study skills period.
7. No underclass students are allowed to socialize with seniors during "open study skills." It will be senior's responsibility to inform underclassmen to move on or to inform the office if a problem exists. If seniors do not accept this responsibility, senior privilege will be revoked.
8. Seniors must check in for attendance and return prior to end of period.
9. Students must have written Parent Permission.

10. Seniors may not have more than **one** study skills class per semester.
11. To be eligible to leave school early or not report until 2nd hour:
 - a. Student must have a study hall either 1st or 7th period. Students with study skills during other periods must report to them.
 - b. Students must have enough credits to graduate.
 - c. Students must have written parent permission.
 - d. Students must have permission from High School Principal.
 - e. Students must be in good academic standing. Have an overall B average (cum. GPA 3.0).
 - f. Students with classes on their schedule 1st or 7th period will NOT BE ALLOWED to drop their class in order to fall under this procedure.
 - g. Students must have demonstrated positive school citizenship and good overall behavioral record to qualify.
12. Administration reserves the authority to rescind this privilege if any of the above criteria are not maintained.

EXPECTATIONS FOR CADET TEACHERS

1. You are expected to dress appropriately. Talk with your supervising teacher to see what is acceptable.
2. You **MUST** be on time each day. If you are unable to attend school or will be unable to make it to class at your assigned period, you must inform your supervising teacher, and the Counselor or designee.
3. You are expected to be respectful, courteous, and professional at all times. Remember, you are looked up to at the elementary and that makes you a role model (like it or not).
4. Bringing innovative ideas to the classroom is encouraged, but always follow the lead of the teacher.
5. Remember that you are receiving a grade for this course, your every action will be reflected in your grade. If you are tardy or have unexcused absences, your grade will reflect that. Cadet teaching is NOT the same as a study hall.
6. Visitor parking spots at the elementary are for visitors, cadet teachers are at the school every day, and thus are not really visiting...in other words DO NOT park in the visitors spots. You are also not to park in the teacher spots. Park in the last row please.
7. Part of your grade, is to journal your cadet teaching experience, journal forms are in the guidance office. Place thoughts, questions, or observation in your journal on a daily basis. Entries do not have to be longer than a few sentences. Your supervising teacher should initial your journal at the end of each week. You should turn your initialed journal to the Counselor **each Friday**. The other portion of your grade will be given from your supervising teacher based on their observation of your experience.
8. Cadet Teachers may have only one study hall during their semester of cadet teaching.

PLAGIARISM/CHEATING POLICY

DEFINITIONS AND PENALTIES

Cheating is any form of intellectual dishonesty or misrepresentation of one's knowledge. Plagiarism, a form of cheating, consists of representing someone else's work as one's own. Ignorance of what constitutes plagiarism shall not be considered a valid defense. If students are uncertain as to what constitutes plagiarism for a particular assignment, they should consult their teacher for clarification.

A faculty member may impose penalties for plagiarism and cheating ranging from a grade reduction to a zero on the assignment or exam. A faculty member may also suggest to the administration that further disciplinary action be taken.

I. Initial Determination and Penalty

A faculty member who has reason to believe that plagiarism or cheating has occurred shall:

- A.** Immediately meet with the student(s) involved, provide evidence of cheating or plagiarism, discuss the matter, determine whether an infraction has occurred, and decide on a penalty.
- B.** Immediately inform the principal of the infraction and the penalty imposed. In addition, if further disciplinary action is to be recommended it will be done so at this time. The administration may impose penalties as outlined in the disciplinary section of the Student/Parent Handbook under "Disrespect and Defiance."

II. Student Right to Appeal Initial Determination and Penalty

A student has the right to appeal the finding of plagiarism or cheating, or the severity of the penalty imposed to the Superintendent within five work days of the date of the imposed consequences.

III. Examples of Plagiarism and Cheating

Blatant examples of cheating include using books, notes, or other sources not expressly allowed during assignments or exams; copying on homework, in-class, or take-home assignments or exams; using any form of assistance if instructed to produce work individually; And assisting another student to engage in any of these behaviors. Examples of plagiarism include failing to cite written material that is directly quoted or paraphrased from another source, or failing to give credit for use of other's ideas, pictures, graphs, diagrams, or figures.

In the course of preparing a paper, doing a homework assignment, preparing for an exam, or participating in a class activity, you may have questions about whether certain practices or conduct could be viewed as plagiarism or cheating. If you have questions, ask your teacher. Faculty will respect your integrity for clarifying uncertainties and showing interest in avoiding these problems. The danger lies in engaging in practices or conduct that later could be called into question.

This policy was taken from the Willamette University home page on the Internet.

CENTRAL HIGH SCHOOL ATTENDANCE POLICY

The Board of Education, Administration, and Faculty believe all students should benefit from the education opportunities, programs and activities that are available at school. Minnesota State Law and Educational Department regulations require daily attendance. Although learning occurs in a variety of settings, time in class is essential to learning so that students can receive instruction and contribute as members of the community of learners. Students, parent or guardian, school staff, and the community share an obligation to encourage and insure the student's continuous attendance.

Students of Central High School will be expected to be diligent and punctual in attendance. All students will be held accountable for missed days of school.

PROCEDURES FOR ABSENCES

If a student must be absent from school, the student's parent or guardian must call the high school office at 467-7104 on the day of the absence, prior to 9:00 a.m. to verify the absence. We wish to confirm immediately the reason and whereabouts of each student to help ensure their safety. The office is open at 7:30 a.m. (school prefers early calls). Contact the office if there are extenuating circumstances.

MAKE UP SLIPS

When absent from class students must present make-up slip to teacher the day he/she returns to class. Whenever it is known in advance that a student is going to be absent an advanced make-up should be obtained. Make-up slips are given out in the high school office before first period begins. Students are responsible for make-up work; each teacher sets the standard for their classes.

MAXIMUM ABSENCE POLICY (EXCUSED AND UNEXCUSED)

The maximum absence policy is enforced if a student exceeds 10 absences from a class in one semester. Students will not receive credit for a class in which absences exceed 10 in a semester under the authorized and unauthorized categories.

- Students will receive a "Loss of Credit" (LC) due to absences for the class if they remain in the class the remainder of the semester, follow behavior expectations, and meet all course requirements by the end of the semester. A "Loss of Credit" **does not** affect a student's GPA.
- Students will receive a "Fail" (F) if they are removed from the class for being disruptive or not following expectations, or if they do not meet the course requirements. A "Fail" **does** affect a student's GPA.

EXCUSED ABSENCES These count toward maximum of 10-absence policy.

- Illness – undocumented
- Illness in student's family
- Professional appointments that cannot be scheduled outside of the school day.
- Car trouble
- Family matters necessitating absence from school with advance notice.
- Absences outside of the student's control.

UNEXCUSED ABSENCES These count toward maximum of 10-absence policy and truancy.

- Running late (to class or to school)
- Missing ride/bus
- Truancy/skipping school
- Oversleeping/sleeping in
- Off campus during lunch
- Senior skip day
- Unverified by/parent/guardian
- Other illegitimate excuses

SCHOOL EXCUSED ABSENCES These DO NOT count toward maximum 10-absence policy, nor truancy

- College visits (2 days allowed for juniors and 2 days for seniors)
- School sponsored curriculum and co-curricular activities
- Special talent/club activities – prior approval required
- Suspension
- Authorized appointment with school personnel
- Death in student's immediate family or of a close relative or friend
- Illness – original documentation required by medical personnel
- Illness in student's immediate family – original documentation required by medical personnel
- Legal/court appearances – original documentation required from court system
- Religious holidays
- Physical emergency conditions such as fire, flood, or storm

APPEALS PROCESS

A student who receives notice of a class drop may petition the Appeals Committee for a waiver if there is a genuine, supportable belief that extenuating circumstances exist. Upon receiving notice of the loss of credit, the student, parent(s)/guardian(s) may request an appeals application from the student's attendance monitor. The completed application should be returned to the counselor and will be considered at the next meeting of the Appeals Committee. Appeal applications will only be accepted during the first week following the semester. If additional documentation is requested by the Appeals Committee, it must be submitted in writing within 5 school days. Second semester appeals will be handled before the end of the students school year. The Appeals Committee will review all evidence, consider any extenuating circumstances, and strive to achieve and render impartial judgments in a systematic manner.

The Appeals Committee will consist of no fewer than five certified members, of who would be an administrator, counselor and teachers. The appeals form can be picked up in the high school office.

NOTIFICATION/INTERVENTIONS FOR MAXIMUM 10-ABSENCE POLICY

Students are expected to be aware of their own status in regard to tardies and absences in classes each semester. (Students and parents/guardians are able to access this information through the student portal on the web.) They will receive the following information to assist them in this expectation.

- If a student is absent from class 5 times (excluding school excused absences) during a semester, a written notice from the attendance monitor will notify the parent/guardian.

- If a student is absent from class 8 times or more times (excluding school excused absences) during a semester, a written notice from the attendance monitor will notify the parent/guardian. This notification is in regards to the maximum absences rule. This notification will also inform the student and parent(s)/guardian(s) of the loss of credit according to the maximum absence rule and information on the appeals process.

TRUANCY: 7 Unauthorized Absences in Carver County

An unauthorized absence is one in which the student is absent from class/es without the knowledge and consent of his/her parent or guardian and/or without the approval of school officials. No graded credit will be granted for work missed when an absence is unauthorized, although teachers may still require making up missed work as a requirement of the course. Also, a student leaving the building for any reason during the day without getting a pass from the nurse or high school office is unauthorized.

Minnesota Statute (MS260.015, subdivision 19) states that a high school student who is absent from school without lawful excuse for 7 partial or full cumulative school days (nonconsecutive) is considered to be truant. It may be necessary for school authorities to file truancy with the Carver County Attorney's Office in these cases.

- If a student has been absent 5 or more class periods on five school days without valid excuse, a letter from the Counselor will notify the parent/guardian to inform them of a required meeting with the school and a county official.
- If a student has been absent 7 or more class periods on seven school days without valid excuse, truancy will be filed with Carver County Social Services.

Absences counting toward truancy are cumulative throughout the school year and are not restricted to a particular semester.

TARDY TO CLASS (TTC)

A student who is late to school or to class must secure a pass from the office or from the person who detained him/her before being admitted to class. Every three unexcused tardies per class is equivalent to one unexcused absence, resulting in a disciplinary action from school administration. At the beginning of each quarter, tardy counts will begin anew.

LEAVING SCHOOL DURING THE DAY

If there is a special reason why a student must leave school before the end of the school day, it is the student's responsibility to provide a written excuse prior to first period or must have a parent call stating the reason. The student must obtain a permit to leave and sign out when leaving and sign in upon returning.

If a student becomes ill during the school day, he/she must report to the nurse's office or, in her absence, the principal's office. Further action will be determined at that time. If the illness is serious enough, parents or some other appropriate adult will be contacted in order to assure responsibility before the student is allowed to leave the building.

SCHOOL ATTENDANCE FOR CO-CURRICULAR ACTIVITIES

A student must be in school for the entire day to be eligible for that day's event or practice unless a student receives a one-day prior approval for an absence by the principal. This rule includes the lunch period. **Exception:** If student notifies office on day of appointment, the student must bring back written documentation from the place of the appointment. (Example: Appointment card with time, date, and signature of office personnel). An unexcused absence is defined as missing 15 minutes or more of a class without a valid excuse.

HOMEBOUND INSTRUCTION

When a physician certifies that a student cannot be in attendance for ten or more consecutive days due to a physical or emotional condition, that student will be eligible for homebound instruction. Parents should contact the principal's office for additional information concerning homebound instruction.

REMOVAL OF STUDENTS FROM CLASS

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

GROUND FOR REMOVAL FROM CLASS SHALL INCLUDE ANY OF THE FOLLOWING

1. Willful conduct that disrupts the right of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student, or property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

PROCEDURES FOR REMOVAL OF A STUDENT FROM A CLASS

1. A teacher may remove a student for one class or activity period. Teacher should inform the office that student has been removed and to expect the student's arrival.
2. Removal of a student for more than one class or activity period will require principal/designee approval.
3. Documentation providing reasons for removal will be given to principal by removing teacher before that class meets again. Parent notification will be done by teacher removing student. If student is to be removed for more than one class period, parent notification will be done by principal/designee.

RESPONSIBILITY FOR AND CUSTODY OF A STUDENT REMOVED FROM CLASS

1. Any student removed from class is to immediately report to the office.
2. Students sent to the office may do so unattended if there are no safety concerns. If safety issues exist, teacher must contact office and principal/designee will come to escort students to the office.
3. While in the office for class removal, student will complete assigned work. Teachers will have work available for students during this time.
4. While student is removed from class, the principal/designee will be in charge of student.

PROCEDURES FOR RETURN OF A STUDENT TO CLASS

If student has been removed for 1 or 2 days, student, teacher, and administrator will meet to discuss readmission plan.

PROCEDURES FOR NOTIFICATION

1. All students receive Parent/Student Handbooks at the beginning of each school year that explains the rules of conduct and associated procedures. In addition, during the course of the year, disciplinary notices, phone calls, and/or letters will be used to contact parents of violations.
2. Any violation that results in a student being removed from class will result in a parent notification by the teacher and/or principal/designee.

DISABLED STUDENTS; SPECIAL PROVISIONS

Any consideration as to whether there is a need to review procedures for assessment, current IEP's or appropriate referral of students is need of special education services will be done by each school's Student Assistance Team (SAT). Any parent or staff member may make referrals to the SAT for child study to determine appropriate services.

PROCEDURES FOR DETECTING AND ADDRESSING CHEMICAL ABUSE PROBLEMS OF STUDENTS WHILE ON SCHOOL PREMISES

1. Each schools' Student Assistance Team (SAT) will serve as their chemical abuse preassessment team pursuant to Minn. Stat. 121A.26;
2. The District's Safe and Drug Free School/Violence Advisory Committee will serve as the district's school and community advisory team.
3. Reporting of chemical abuse issues will be reported to the principal and/or the Student Assessment Team (SAT).

PROCEDURES FOR IMMEDIATE AND APPROPRIATE INTERVENTIONS TIES TO VIOLATION OF THE CODE OF STUDENT CONDUCT

Refer to the discipline policy and procedures in the Parent/Student Handbook.

ANY PROCEDURES DETERMINED APPROPRIATE FOR ENCOURAGING EARLY INVOLVEMENT OF PARENTS OR GUARDIANS IN ATTEMPTS TO IMPROVE A STUDENT'S BEHAVIOR

Refer to the discipline policy and procedures in the Parent/Student Handbook.

ANY PROCEDURES DETERMINED APPROPRIATE FOR ENCOURAGING EARLY DETECTION OF BEHAVIORAL PROBLEMS

Refer to the discipline policy and procedures in the Parent/Student Handbook.

CHEMICAL USE POLICY

The School Board of Independent School District No. 108 believes that the health and well being of students and staff is a major factor in the pursuit of the school district mission. A healthy mind and body is a prerequisite to learning. The school board is, therefore, committed to providing a school environment that is free from the effects of chemical use and abuse by students and employees. The following policies are, therefore, adopted:

STUDENT POLICY:

Possession or use of tobacco (in any form), alcohol, and all non-prescribed drugs by a student during the school year is prohibited. Violation of this policy shall result in the following consequences:

TOBACCO POSSESSION OR USE:

First offense during a school year: Two-day out-of-school suspension and notification to parents, law enforcement fine.

Second offense during a school year: Three-day out-of-school suspension, parent conference, law enforcement fine.

Third (and beyond) offense during a school year: Five-day out-of-school suspension, parent conference, law enforcement fine.

ALCOHOL POSSESSION OR USE:

First Offense: Three-day out-of-school suspension, parent conference, Interview with counselor required, and law enforcement notification.

Second Offense: Five-day out-of-school suspension. Chemical dependency evaluation through an outside agency or treatment prior to re-admission to school, and law enforcement notification.

Third Offense: Expulsion

Minnesota State High School League penalties shall be imposed in addition to those of this policy for those students so affected.

NON-PRESCRIBED DRUG POSSESSION OR USE:

First Offense: Five to Ten (5-10) day out-of-school suspension, parent/student/counselor/principal conference, and law enforcement notification.

Second Offense: Expulsion

REFER TO DISTRICT POLICY FOR COMPLETE DETAILS

REPORTING CHEMICAL USE:

Every employee is responsible to identify indicators of use of alcohol or drugs by students or school employees, and to report such situations to the appropriate individual in the school district.

CREDIT FOR LEARNING, TRANSFER OF CREDIT, AND EQUALIZATION OF CREDIT POLICY

(Note: Minnesota public schools are required to comply with the procedures set forth in this policy pursuant to the Rules Relating to Graduation Standards, Minnesota Rules Chapter 3501, including the rules relating to the Profile of Learning as currently proposed by the Minnesota State Board of Education).

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in other schools, in alternative learning sites, in Post-Secondary Enrollment Options and other advanced enrichment programs, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities.

II GENERAL STATEMENT OF POLICY

It is the policy of the school district to develop and provide processes and procedures by which students may meet graduation requirements. The school district will provide a process for transfer and recognition of work completed in other schools and post-secondary institutions.

DISTRICT 108 DISCIPLINE PHILOSOPHY

All policies and procedures recognize that each person will be treated with dignity and respect.

Discipline policies and procedures focus on fairness to the individual and all others in the school community. Discipline policies and procedures serve to direct behavior and encourage development of self-discipline. District 108 discipline policies and procedures have been developed for the good of all. It is important that they be consistently enforced to maintain a productive and positive environment.

To assure maximum educational benefits for each individual the student, parent/guardian, and school share an obligation to insure student attendance.

BUS PRIVILEGES

MN. Statute provides that transportation by a school bus “is a privilege not a right for an eligible student.” Therefore this privilege may be revoked for violation of the district discipline policy or misconduct on the bus.

DISCIPLINE POLICY

ASSERTIVE DISCIPLINE PLAN:

Classroom management is the responsibility of the teacher in charge and the students present. To maintain a pleasant educational environment, both parties must work hard to assure that individual rights and opportunities are respected.

To facilitate good classroom operation, each teacher will have an assertive discipline plan in place. Copies of the plan will be given to students through classroom notes or through handouts. Teachers may post their assertive discipline plans in their rooms. These plans will include 3 to 5 behaviors they expect from all their students. Additionally, these policies will list consequences for student failure to follow rules. Before sending a student to the office for assistance, each classroom teacher will attempt to solve the problem at the classroom level. First offenses will be handled with a reprimand/warning, second offenses will involve a discussion with the student outside the classroom, while third offenses will require that the teacher contact the parent of the student involved. The student may be sent to the Principal's office upon the third offense, and the teacher will call the office to advise the Principal of the violation that has occurred.

Behaviors, which are threatening or harmful in nature, will result in immediate removal from class.

Minnesota law 121A.582 allows "Reasonable Force" to be used by an administrator, teacher, or other school employee when necessary to restrain a student or prevent harm to another.

Discipline Policy reviewed as part of annual handbook update.

DISCIPLINE PROCEDURES

School responses to violations of the rules of conduct may include but are not limited to the following:

- | | |
|---|---------------------------------|
| * Conference with the teacher, counselor, and/or principal; | * Detention; |
| * Parental contact; | * Parent conference with staff; |
| * Loss of school privileges; | * Restitution; |
| * Removal from class; | * Modified school programs; |
| * Referral to police, juvenile authorities or community agency; | * Removal from school bus; |
| * Out-of-school suspension; | * In-school suspension; |
| | * Expulsion and/or exclusion |
| | * Service |

TENNESSEN WARNING

This is your warning. The purpose of my questioning is to find out what happened here and impose proper discipline. Our school discipline policy requires that you cooperate. Non-cooperation will subject you to discipline. Other than school officials, no one else (unless MSHSL involved, parents or guardians) will be receiving this information.

Suspected criminal information will be submitted to the police.

NOTIFICATION OF VIOLATION(S)

Teachers should issue a disciplinary notice on a student for violation of school rules. A disciplinary notice will be handled by the teacher and principal, and a copy mailed to the student's parents or guardians.

Students shall be notified of violations of the rules of conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1999. Parents may be notified orally or in writing of disciplinary actions as provided by the Pupil Fair Dismissal Act of 1999.

SUSPENSIONS

Students who are truant or suspended (out of school) must make up the work missed. Absences due to suspensions are excused absences and all assignments and tests missed while on suspension must be made up. Students who are on suspension (in or out of school) shall not participate in or attend school activities on or off school property while on suspension.

SUSPENSION-EXPULSION

In the event it becomes necessary to suspend, exclude or expel a student, these procedures will be governed by MSA-121A.40 – 121A.56 (Pupil Fair Dismissal Art).

Under the provisions of this law, grounds for dismissal are as follows:

- a. willful violation of any reasonable school board regulation;
- b. willful conduct that significantly disrupts the rights of others to an education;
- c. willful conduct that endangers the pupil or other pupils, surrounding persons, or the property of the school.

The consequences for misbehavior described on the following pages are designed to be fair, firm and consistent for all students. They apply to students in any school or other district building, on district property, in district vehicles, and at school or district events. (District vehicles are defined as school buses and vans owned or leased by the school district, and cars and other vehicles owned by district staff and authorized by the district for transporting students).

Because it is not possible to list every misbehavior that occurs, misbehaviors not specified will be responded to as necessary by staff. Minor misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators and other appropriate district staff.

Consequences - For each misbehavior described, there are specific consequences for first, second, third and fourth violations. Those consequences are shown as "*", to suspension for a specified number of days or expulsion.

"*" for high school is defined as: Consequences for violation may include student conference and parent notification, and may include, but are not limited to parent conference, restitution, service, detention, grade deductions and up to one-day out-of-school dismissal.

In the chart on the following pages, suspension is defined as out-of-school suspension-action taken by the school administration to prohibit a student from attending school for no more than 10 school days. If suspension is longer than five days, the suspending administrator must provide the Superintendent with a reason for the longer suspension. (A one-day dismissal is for a consecutive period of time equivalent to one school day. For example, if a student is dismissed at noon, he or she may be dismissed until noon on the following school day).

Expulsion is action taken by the school board to prohibit a student from further school attendance for up to one school year from the date the student is expelled.

Exclusion is an action taken by the school board to prevent a student from enrolling or re-enrolling for a period of time that shall not extend beyond the school year.

In addition to the consequences detailed on the following pages, a specific school or the District Transportation Department may respond to student misbehavior in a variety of ways which include, but are not limited to, parent conferences, mediation, restitution, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges and chemical evaluation.

Administrators may involve the police and other law enforcement authorities as necessary. If a student violates a district rule, which is also a violation of a law, the student will be referred to the police in addition to being dealt with as described in this regulation.

The following list of rules is not intended to place undue restrictions on the student body, but rather to encourage all students to behave in such a manner that they will be a credit to the school. These rules are designed for early identification of violators and to prevent repeated occurrences. It is encouraging to note that the great majority of students regard rules as necessary and put themselves wholeheartedly into helping the school perform its functions and are not affected by disciplinary procedures.

Students are expected to not engage in the following activities. The following consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity off school property.

The Principal may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case by case basis.

MISBEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
1. Abuse, Verbal - Arousing alarm in others through the use of language that is discriminatory, abusive, obscene or threatening.				
Toward Student (grades 6-12).....	*	1-day susp.	3-day susp.	5-day susp.
Toward Staff (grades 6-12).....	1-day susp.	3-day susp.	5-day susp.	expulsion
2. Alcohol or Chemicals, Possession or Use - Possessing or using any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. (Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left with and administered by the school nurse, in accordance with district administrative regulations.				
(grades 6-12).....Alcohol.....	3-day susp.	5-day susp.	expulsion	
(grades 6-12).....Chemicals.....	5-10 day suspension	expulsion		
3. Alcohol, Possession With Intent to Distribute or Sell - Selling or distributing, or intending to sell or distribute, alcohol where sale or distribution is prohibited by Minnesota or federal law.				
(grades 6-12).....	5-day susp.	expulsion		

MISBEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
4. Ammunition, Possession - Possession of bullets or other projectiles designed to be used in a weapon. (grades 6-12).....	*	3-day susp.	5-day susp.	expulsion
5. Arson - Intentional destruction or damage to school or district buildings or property by means of fire. (grades k-12).....				expulsion
6. Assault, Physical - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person. Upon a student (grades 6-12)..... Upon a staff member (grades 6-12).....	1-5-day susp.	5-10-day susp.	expulsion	expulsion
7. Assault, Verbal - Verbal confrontation with a student or staff member which is intended to cause fear of bodily harm or death. Upon a student (grades 6-12)..... Upon a staff member (grades 6-12).....	1-3-day susp.	5-day susp.	expulsion	expulsion
8. Assault, Aggravated - Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person. (grades k-12).....				expulsion
9. Bodily Harm, Inflicting - Committing an accidental act which, although a result of poor judgment, inflicts great bodily harm upon another person. (grades 6-12).....	3-day susp.	5-day susp.	expulsion	
10. Bomb Threat, False - Intentionally giving a false alarm of a bomb. (grades 6-12).....				expulsion
11. Burglary - Entering a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime. (grades 6-12).....				expulsion

MISBEHAVIOR

IST OFFENSE 2ND OFFENSE 3RD OFFENSE 4TH OFFENSE

12. Chemicals, Possession With**Intent to Distribute or Sell -**

Selling or distributing, or intending to sell or distribute, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.

(grades 6-12)..... expulsion

13. Disrespect/Defiance - Failure to show consideration/courtesy for others, to intrude upon or molest others, to excessively challenge or resist school authority, to defy school rules and authority.

(grades 6-12)..... * * * *

14. Dress and Grooming (for complete details, see Policy Handbook) - Clothing may not include words or visuals which are obscene, abusive or discriminatory, or which advertise or promote tobacco, alcohol, sexual content, narcotics or dangerous drugs.

(grades 6-12)..... * * * *

15. Electronic Devices, Possession -

The use of cell phones, portable music devices, etc. are not permitted to be used during class time as they cause a disruption to the classroom and learning process. If you have a cell phone in the classroom, it must be turned off and it must be out of sight. If the phone sounds during class, or becomes a distraction in any way, it will be taken from you and turned into the office. Your parents/guardians must contact the office and make arrangements to pick up the phone. Students may not video, photograph, or audio record any student or staff member at Central Public School without permission and/or consent. Cell phones and portable music devices may be used in the hallways before and after school, between classes, and during lunch period.

Should you need to contact your child during the school day, please call the high school office at 952-467-7100.

Any device capable of taking pictures, photographs, etc. is strictly prohibited from locker rooms and restrooms at Central Public School, or locker rooms and restrooms where any school related activity is being held.

*Medical research suggests that exposure to laser pointers, for as little as two seconds may cause impaired vision and physical damage to the retina. Lasers used in this manner may be considered a weapon and fall under the weapon policy.

MISBEHAVIOR

IST OFFENSE 2ND OFFENSE 3RD OFFENSE 4TH OFFENSE

16. **Explosives, Possession and/or Use** - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.
(grades k-12)..... expulsion
17. **Fighting** - Mutual combat (differentiated from poking, pushing, shoving or scuffling, see #6) in which one or the other party(ies) or both contributed to the situation by verbal and/or physical action.
(grades 6-12)..... 2-day susp. 3-day susp. 5-day susp. expulsion
18. **Fire Alarm, False** - Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm.
(grades 6-12)..... 5-day susp expulsion
up to expulsion
19. **Fire Extinguisher, Unauthorized Use** - Unauthorized handling of a fire extinguisher.
(grades 6-12)..... 5-day susp. expulsion
20. **Fireworks, Possession** - Possessing or offering for sale any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.
(grades 6-12)..... 1-day susp. 5-day susp. expulsion
21. **Fireworks, Use** - Using any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.
(grades 6-12)..... 3-day susp. 5-day susp. expulsion
22. **Gambling** - Playing a game of chance for stakes.
(grades 6-12)..... * 1-day susp. 3-day susp. 5-day susp.

MISBEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
23. Harassment, Including Sexual - Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their sex or any disabilities they may have. (For more information about sexual harassment, refer to district policy. (grades 6-12).....	*	1-3 day suspension	2-5 day suspension	5-10 day suspension
24. Ignition Devices Use of an ignition device, butane, disposable lighters or matches, under circumstances where there is an obvious risk of fire, but arson not committed will be reported to law enforcement.	1 day susp.	3 days susp.	5 days susp.	expulsion
25. Interference or disruption in Classroom Verbal or physical inter-ferece with classroom instruction, not allowing instructors to teach or students from learning. (grades 6-12).....	*	*	*	*
26. Public Display of Affection - Display of affection, other than holding hands, does not have a place, at anytime, in our school. (grades 6-12).....	*	*	*	*
27. Records or Identification Falsification - Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. (grades 6-12).....	*	1-day susp.	3-day susp.	5-day susp.
28. Sexting - Anyone engaged in the practice of Sending sexually explicit photos or messages Electronically. Anyone engaged in sending, Receiving or in possession of sexting materials Is subject to disciplinary action. Consequences: As deemed appropriate by Administration – up to and including expulsion	*	1-3 day suspension	2-5 day suspension	5-10 day suspension

MISBEHAVIOR

IST OFFENSE 2ND OFFENSE 3RD OFFENSE 4TH OFFENSE

29. **Sexual Conduct, Criminal** - Engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent.
(grades 6-12) **Consequences:** As deemed appropriate by Administration – up to and including expulsion..... Expulsion, pending investigation
30. **Terroristic Threat** - Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person.
(grades 6-12) **Consequences:** As deemed appropriate by Administration – up to and including expulsion..... 5-day susp. expulsion
up to
expulsion
31. **Theft, or Knowingly Receiving or Possessing Stolen Property** - Unauthorized taking of the property of another person, or receiving or possessing such property.
(grades 6-12) **Consequences:** As deemed appropriate by Administration – up to and including expulsion..... 1-day susp. 3-day susp. 5-day susp. Expulsion
up to up to up to
expulsion expulsion expulsion
32. **Tobacco/E-Cigarettes** - Possessing or using tobacco and/or E-cigarette controlled substances in district buildings, on district grounds, in district vehicles or at district events, in violation of district administrative regulation 406.5AR, Tobacco-Free Environment
(grades 6-12)..... 2-day susp. 3-day susp. 5-day susp. 5-day susp.
33. **Trespassing** - Being present in any district facility or portion of a district facility when it is closed to the public, or unauthorized presence in a district vehicle.
(grades 6-12)..... * 1-day susp. 3-day susp. 5-day susp.

MISBEHAVIOR

IST OFFENSE 2ND OFFENSE 3RD OFFENSE 4TH OFFENSE

34. Weapon or Look-alike Weapon,

Possession - Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, including laser pointers, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. Weapon or look-alike weapon, possession (grades 6-12)..... expulsion

35. Willful Damage of Property

(Vandalism) - Littering, defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff. (grades 6-12)..... * 5-day susp. expulsion

HARASSMENT AND VIOLENCE POLICY**I. PURPOSE**

The purpose of this policy is to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district).
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. 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 or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication that 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. Sexting: (See definition on page 40).
 - b. unwelcome verbal harassment or abuse;
 - c. unwelcome pressure for sexual activity;
 - d. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - f. 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
 - g. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race 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. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion 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.

D. 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.

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of affection or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition. 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.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged act immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building - The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to

written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. In the District - The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
 - E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
 - F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
 - G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately 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 other who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. 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 requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. 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 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 receipt of a report, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, 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 or harassment.

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, initiating civil action or seek redress under state criminal statutes and/or federal law.

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 pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The school district will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. 127.46 (Sexual, Religious and Racial Harassment & Violence Policy)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
Minn. Stat. 626.556 et seq. (Reporting of Maltreatment of Minors)

Cross References: MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA Model Policy 406 (Public and Private Personnel Data)
MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

HARASSMENT AND VIOLENCE CONSEQUENCES

Norwood Young America School District #108 will impose the following consequences for violations of the Harassment and Violence Policy. These consequences may include but are not limited to the following:

- First Offense:**
- A. Verbal and/or written warning with parent notification
 - B. Student/Parent/Administration Conference
 - C. 1-3 day out of school suspension
- Second Offense:**
- A. Student/Parent/Administration Conference
 - B. 2-5 day out of school suspension
 - C. Counseling with school personnel or outside resources
 - D. Will be reported to Sheriff's Department or Social Services
 - E. Harassment education through School Support Services Department
- Third Offense:**
- A. Student/Parent/Administration Conference
 - B. 5-10 day out of school suspension
 - C. Counseling by School Support Services Personnel
- Fourth Offense:**
- A. Recommendation for Expulsion

BULLYING/CYBERBULLYING

For purposes of this policy, the definitions included in this section are derived from Minnesota State Statute. For a complete copy of this policy, contact the district office.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device, that causes a substantial disruption to the educational environment at Central Public Schools.

SOCIAL NETWORK SITES POLICY

ISD 108: CHS STUDENTS AND SOCIAL NETWORKING SITES:

As a student at CHS, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. If your behavior on social networking sites causes a substantial disruption to the educational environment at CHS, you can be disciplined, suspended or expelled from school.

Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important that CHS students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any on-line social network sites and/or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, your Student Handbook. As a CHS student, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

GUIDELINES FOR STUDENTS:

Your guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment. As a student at CHS you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.
2. Be aware that community members, family and potential current and future employers and college admission offices often access information you place on on-line social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.
4. Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
5. Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like “Google” or “Yahoo” may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
6. Whoever is the “adult” (over 18) responsible for the contracts, computers, phone lines, etc....is liable (civil and criminal) for your actions as a minor as well.

THINGS STUDENTS SHOULD AVOID:

1. Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers, or coaches, student-athletes, administrators or representatives of other schools.
2. Demeaning statements about or threats to any third party- (Including support of demeaning statements and threats.) Don't respond to these.
3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of an unreported felonies, crimes, thefts, or damage to property or unethical behavior.
6. Indicating knowledge of unreported school or team violation – regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.

Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. Any student, parent or guardian having questions regarding this policy should discuss it with the appropriate school district official provided by policy. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant or use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

For complete policy, refer to District Policy Handbook.

HAZING POLICY

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.
- G. 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. Regardless of any provision in this policy to the contrary, a student may be subject to a suspension of up to 10 days or expulsion for violation of any provision in the policy.

III. DEFINITIONS

- A. "Hazing" means doing something or making another student do something that creates a risk of harm to a student in order 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.
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, as its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited

behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

(NOTE: Proper reference should be made to the appropriate handbooks in each school district).

This policy shall appear in each school's student handbook and in each school's Building and Staff Handbooks.

Legal References: Minn. Stat. 127.465 (Hazing Policy)

Minn. Stat. 127.26 to 127.39 (Pupil Fair Dismissal Act)

Cross Reference: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 506 (Student Discipline)

BUSING POLICY

Bus Rules are as follows;

1. The driver is in full charge of the bus and pupils.
2. No inappropriate language will be allowed on the bus at any time.
3. Students are to remain seated while the bus is in motion.
4. All objects are to remain in the bus at all times.
5. Students may not leave the bus without prior approval and the bus driver's knowledge except at their assigned bus stop or at school.
6. Prior approval should be gotten from the bus driver if your child is bringing friends home on the bus (5 or more).
7. No eating or drinking on the bus.

Students in all grades of the Central Public Schools are expected to obey and follow the rules listed above. Violations of these rules that are reported in written form (to the principal) will be dealt with as follows:

1st offense The first note is only a warning that the bus violation has taken place. This note must be signed and returned to the bus driver the following morning in order for the student to ride the bus.

2nd offense The second note will bring disciplinary action resulting in a 3 day suspension of bus riding privileges. Parents must contact the student's Principal, to see if a solution to the problem can be reached. If no contact is made, the student will not be allowed to ride the bus.

3rd offense The third note will result in a 7-14 day suspension from riding the bus. The parents or guardian must meet with the student's Principal if the student is to be allowed to ride the bus after the suspension period. Then, only if proper corrective measures have been worked out, will the student be allowed to ride the bus again.

4th offense The fourth note will result in suspension of riding privileges for the remainder of the year or 90 school days, whichever is greater. The 90 days can carry into the next school year.

LOCKER POLICY

1. School lockers are the property of the school district. Students tampering with locker mechanism or not cleaning off writing on locker front or inside of locker will be fined a minimum of \$5.00.
2. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students.
3. School officials may inspect the interior of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant. Additionally, school officials have the right to search student's personal possessions and the student's person.
4. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.
5. 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.

As in every school, we occasionally have problems develop where students lose money or other valuables. Students should carry only the sum of money they will actually need. Large amounts of money in school are seldom necessary. It is strongly recommended that if a large amount of money is brought to school, it be left in the principal's office for safekeeping. Never give your locker combination to another student. YOUR LOCKER SECURITY DEPENDS ON YOU!!! Your locker is subject to periodic inspection for cleanliness and may be entered by the principal at any time. Phy. Ed. lockers are only for Phy. Ed. clothes. During P.E. class or scheduled activities students should check in valuables with instructor or coach.

Chapter 227 - Omnibus Crime Bill

WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

III. DEFINITION

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; laser pointers; and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.
broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

IV. CONSEQUENCES FOR A WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district and the school takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

V. POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS

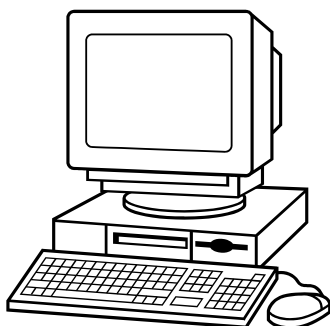
While the school district and the school takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

VI. ADMINISTRATIVE DECRETION

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent, may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Legal References: Minn. Stat. 127.26-127.39 (Pupil Fair Dismissal Act)
 Minn. Stat. 127.282 (expulsion for possession of firearm)
 Minn. Stat. 127.48 (referral to police)
 18 U.S.C. 921 (definition of firearm)

Cross References: MSBA Model Policy 506 (Student Discipline)
 MSBA Service Manual, Chapter 6, District Education Program (A-11: Student Suspension, Exclusion and Expulsion).



Internet and Electronic Mail **Parent Permission Letter/Form**

Central Schools (For the 2022-2023 School Year)

We are pleased to offer students of the Central Schools access to a District computer network for electronic mail (e-mail) and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return this form to be on file in the principal's office.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that even though the school filters many inappropriate web sites some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resource opportunities, exceed its disadvantages. But ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Central Schools supports and respects each family's right to decide whether or not to apply for access.

Students using school computers are responsible for good behavior just as they are expected in a classroom or a school hallway. General school rules for behavior and communications apply when using the school's computers and network. **ACCESS IS A PRIVILEGE – NOT A RIGHT.** Access entails responsibility.

Network storage areas, Email accounts, and computer files may be treated like school lockers. School and network administrators may review files and communications with just cause to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers would be private.

As outlined in Board policy and procedures on student rights and responsibilities, (copies of which are available in school offices and on the school web site), the following is considered to be examples of unacceptable use.

1. Students will not use chat rooms and will not access electronic mail (Email) account(s) other than an assigned Central School District electronic mail service. Access to commercial email account(s) will require specific written authorization from School Administration.
2. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
3. Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
4. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.

5. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
6. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
7. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
8. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
9. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
10. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
11. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
12. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
13. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

Violations may result in a loss of access as well as other disciplinary or legal action

User Agreement and Parent Permission

(Please PRINT) Student Name: _____

I have read and do understand the school district policies relating to acceptable use of the Internet and agree to abide by them. I further understand that any violation of the policies above is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student Signature

Grade

Date

As the parent or guardian of this student, I have read the school district policies relating to acceptable use of the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian Signature

Telephone

Date

Date _____

Faculty Handbook



Central Middle School
2022-2023

Contents

INTRODUCTION	4
DISTRICT 108 MISSION & VISION STATEMENT	4
2022 - 2023 SCHOOL CALENDAR	6
MIDDLE SCHOOL STAFF.....	7
DISTRICT 108 STAFF	9
AREAS OF RESPONSIBILITY	10
PERFORMANCE RESPONSIBILITIES.....	12
GENERAL STAFF INFORMATION	13
INSTRUCTIONAL INFORMATION.....	14
MANDATED REPORTING INFORMATION	15
BUS TRANSPORTATION	16
DISTRICT 108 ATTENDANCE AND DISCIPLINE PHILOSOPHY	17
PROGRESS REPORTS ON STUDENTS	21
REMOVAL OF STUDENTS FROM CLASS	23
GYM SUPERVISION	25
LOCKER BAY SUPERVISION	25
DISTRICT 108 DISCIPLINE PHILOSOPHY	26
STUDENT HANDBOOK RULES	34
CARE OF THE BUILDING	34
KEYS	34
MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES	35
COLLECTION OF MONEY	35
MIDDLE SCHOOL ATHLETICS	35
INTERSCHOLASTIC SPORTS-GRADES 7-8.....	36
PARTICIPATION IN SCHOOL ACTIVITIES	36
CHEMICAL USE POLICY	38
WEAPONS POLICY	39
HARASSMENT AND VIOLENCE POLICY	41
Busing Policy	44
BULLYING/CYBERBULLYING	45
CMS Social Network Sites Discipline Policy	45
SELECTION OF LIBRARY BOOKS AND MATERIALS	53
POLICY ON FUND RAISING	54
STUDENTS PERSONAL PROPERTY AT SCHOOL	54
POLICY REGARDING CLASSROOM MOVIES.....	54
FORMS	54
POLICY REGARDING MIDYEAR LEAVES OF ABSENCE WITHOUT PAY	55
(WINTER VACATION).....	55
PLEDGE OF ALLEGIANCE POLICY	56
HAZING PROHIBITION POLICY	56
TORNADO PROTECTION PLAN.....	59
WHAT TO DO DURING A TORNADO WATCH.....	60
WHAT TO DO DURING A TORNADO WARNING.....	60
WHAT TO DO AFTER A TORNADO HAS STRUCK	60
FIRE DRILL INSTRUCTIONS	61

PROCEDURES FOR HANDLING ILL AND INJURED STUDENTS63

FEES63

TEXTBOOK CARE AND INSPECTION64

END OF YEAR GRADES64

DISTRICT EMPLOYMENT ACTIVITIES.....64

UNCONSCIOUS VICTIM (CODE BLUE – CPR) PROCEDURE.....65

CMS VOICEMAIL AND EMAIL ADDRESSES67

INTRODUCTION

DISTRICT 108 MISSION & VISION STATEMENT

EDUCATION IS CENTRAL

Vision:

Ensuring the next generation will identify ways to positively impact our communities.

Mission Statement:

Educate, Inspire, Empower - Every Student, Every Day

Value Definitions:

Community- Collaborating together to share our success and accomplish our goals.

Kindness- Genuine effort to show compassion for others and realize the value and potential of all

Integrity- Promoting the highest standards of ethical behavior, fairness and honesty with ourselves and others.

Innovation- discovering creative opportunities and solutions for purposeful improvement.

Relationships- Creating positive connections that last a lifetime.

CENTRAL PUBLIC SCHOOLS #108 BOARD OF DIRECTORS 2022 - 2023

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Email: slehrke@isd108.org

2022 - 2023 SCHOOL CALENDAR

1.19.22

2022-23

Central Public Schools

Students		Teachers	
1st Qtr	43	48	
2nd Qtr	44	46	
3rd Qtr	41	43	
4th Qtr	22	32	
	167	176	

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug. 8-11: Teacher Workshop

Aug 10: Transition Day K-5 (Conferences and open house individualized by appointment)

Aug 15: Transition Day K-5 by appointment. 6th, 9th grades at school. Bussing provided for 6th and 9th grade.

Aug. 16: First Day of School

Sept. 5: No School Labor Day

Oct. 13: End of 1st Qtr.

Oct. 14: No School; Teacher workshop

Oct. 20 & 21: No School; Fall Recess

Oct. 18 & 27: Elementary Conferences

Oct. 27 & Nov. 3: HS/MS Conferences

Nov. 23, 24 & 25: No School Teacher Comp. & Thanksgiving Break

Dec. 22: End of 2nd Qtr.

Dec. 23: No School Teacher Workshop

Dec. 24 - 31: No School: Winter Break

Jan. 2: School Resumes

Jan. 16: No School

Jan. 19 & 26: Elementary Conferences

Jan. 26 & Feb. 2: MS/HS Conferences

Feb. 17 & 20: No School President's Day

March 2: End of 3rd Qtr

March 3: No School Teacher Workshop

March 6: Teacher Comp March 7-10: No School Spring Break

April 7: No School

May 5: Last Day of School, 1/2 day, students released after lunch

May 5: Graduation

MIDDLE SCHOOL STAFF

Sarah Hammers

Middle School Principal

Richard Larson

Amanda Nelson, Secretary

Dean of Students

Joe Kley

Art

Ashley Williams

Business

Paul Hallquist

Communications

Mary Wroge

Lisa Korthals

Kelly Street

Community Issues

Amber Kester

Industrial Technology

Jim Mesik

Sarah Schurmann

Mathematics

Jodi Curson

Melissa Fuhrman

Wade Degler

Christine Ludford

Music (choir and band)

Jenna Leonard

Adam Halpaus

Physical Education/Health

Jay Bollum

Keegan Oak

Science

Shawn Erickson

Jon Wroge

Social Studies

Laura Kroells

Colin Halbach

Special Education

Megan Ische
Taylor Gort

Paraprofessionals

Megan Nelson
Karen Cross
Deb Stacken
Vicki Sund
Renee Messner
Mark Ness

Counselor

Philip Tousley-Adelman
Kirsten Thor
Kathy Heckman, Secretary

Library/Media Center

Kelly Street
Deb Stacken

Psychologist

Leah Hjelseth

School Nurse

Meagan Bixby
Lorri Gales

Speech Clinician

Kelli Sawyer

ESL

Monica Shanahan

Technology Director

Steve Anderson

Custodians

Keith Artmann – Facility Mgr.
Rich Neubarth – district wide engineer
Herman Haag - night custodian

DISTRICT 108 STAFF

Superintendent

Tim Schochenmeier
Andrea Franck, Secretary

High School Principal

Richard Larson
Linnae Paumen, Secretary

Elementary Principal

Ron Erpenbach
Kelli Perlich, Secretary

Dean of Student

Joe Kley

Bookkeeper/Accountant

Amy Groschen
Lynn Peterson

Community Education Director

Kelly Vossen

Technology Director

Steve Anderson

Athletic Director

Kelly Vossen
Lora Willems, Secretary

Custodians

Keith Artmann, Facility Mgr.
Richard Neubarth
Herman Haag
John Schlagel
Oudom Thammavongsa
Wayne Eyrich
Dave Rouch
Sue Calvin
Sue Aldrich
Bob Haag

School Lunch Program

Chantelle Eshelman
Taher

Transportation Director

Jon Rumrill
4.0 School Services

AREAS OF RESPONSIBILITY

Below is a listing of school personnel along with their areas responsibility. Calling the appropriate person with questions, problems, compliments or ideas will help serve you.

Telephone numbers are as follows: High School 467-7100, District Office, 467-7000, Community Education, 467-7390, Elementary, 467-7300, and Middle School, 467-7200..

<u>TITLE</u>	<u>NAME</u>	<u>AREAS OF RESPONSIBILITY</u>
Teachers	N/A	Instruction, testing, grading, discipline
Media Center #7113	Kelly Street	Print materials, books, audio-visual materials, library skills
Audio Visual #7113	Kelly Street	Films, audio-visual equipment repairs
Computers #7132	Steve Anderson	Computer Repairs
Special Education #7222 #7136	Megan Ische Taylor Gort	All special education referrals, assessment, instruction, developing programs, planning and communication.
Counselor #7108 #7111	Philip Tousley-Adelman	Student Assistance, career development
Food Service #7147	Chantelle Eshelman	District Food Service Mgmt, planning, purchasing, cost accounting and supervising preparation.
Facility Manager #7008	Keith Artmann	District building & grounds, custodial and mechanical maintenance management.
Community Ed. #7391	Kelly Vossen	Community use of school facilities, adult programs, summer recreation.
Nurse #7110	Meagan Bixby Lorri Gales	Injuries, health screening, immunizations, health questions, wellness
Superintendent #7001	Tim Schochenmeier	Operation of the District including finance, public relations, program, school board functions.
District Sec. #7002	Andrea Franck	Assist the Superintendent and Bookkeeper/Accountant.

<u>TITLE</u>	<u>NAME</u>	<u>AREAS OF RESPONSIBILITY</u>
<i>Principals:</i>		
Middle/High School Ext. 7101	Richard Larson	Overall supervision of school programs
Dean of Students Ext. 7201	Joe Kley	Overall supervision of school programs .
Elementary Ext. 7301	Ron Erpenbach	Overall supervision of school programs
<i>Athletic Director</i> Ext. 7106	Kelly Vossen	All sports, 7-12 coaches, programs, sport management and leadership.
<i>School Secretaries</i>		
Ext.7102	Linnae Paumen (High School)	
Ext.7124	Lora Willems (High School)	
Ext.7202	Amanda Nelson (Middle School)	
Ext.7302	Kelli Perlich (Elementary)	
<i>Bookkeeper/Acct.</i>		
Ext.7005	Amy Groschen	Accounts Receivable/Payable
Ext.7007	Lynn Peterson	Payroll
<i>Community Ed</i>		
Ext.7391	Kelly Vossen	
Ext.7392		

PERFORMANCE RESPONSIBILITIES

ATHLETIC DIRECTOR

Accountable to: Secondary Principal

1. Organize and administer the overall program of boys/girls athletics for the high school.
2. Cooperate with the administration in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Responsible for scheduling of all interscholastic athletic events.
4. Share responsibility with school administration for general supervision of home events.
5. Prepare and administer athletic program budget.
6. Responsible for coaches conducting equipment inventories at conclusion of season play.

SCHOOL NURSE

Accountable to: Principals & Superintendent

1. Monitor students and refer health problems.
2. Liaison with community and social services.
3. Responsible for first aid and emergency care of students.
4. Development of programs for staff and students.

SPECIAL EDUCATION

Accountable to: Principals

1. Supervise the maintenance of necessary Special Education records.
2. Review the periodic reports regarding entry, dismissal or other pertinent information regarding the Special Education needs of students.
3. Supervise the direct program, support and monitoring services provided by the Special Education staff.
4. Serve as an advocate for the needs of Special Education students and staff in the District.
5. Inform administrators regarding the needs of handicapped students in the District.
6. Assist in the Special Education personnel selection processes when requested to do so.
7. Assist in the planning of appropriate in-service programs for Special Education staff.
8. Monitor the parent/teacher communication process to insure that State Department and Federal guidelines are met.
9. Provide a written summary of the Special Education program to the Superintendent. This will also include areas of future concern that might require intervention.
10. Project staffing needs and staffing distribution annually.

HEAD CUSTODIAN

Accountable to: Principals & Superintendent

1. Primary responsibility for maintenance of mechanical and physical plant.
2. Responsible for custodial staff.
3. Primary responsibility for receipt and shipment of supplies.

GENERAL STAFF INFORMATION

"Twelve Characteristics of Successful Middle Level Teachers"

Dr. Dave Larkin of Bemidji State University has polled middle level students over the years and has found 12 important traits that are common to teachers of middle level students. Students were asked by Dr. Larkin who their best teachers were and why. Based on student responses he has compiled this list. Think how you fit into these categories and how your students would judge your level of skill in each area.

1. **Talk** - Teachers talk to students outside of the instructional lesson, while passing in the halls or entering class.
2. **Student Talk** - Teachers give students opportunities to share their feelings and thoughts while the teacher actively listens to the students.
3. **Subtlety** - Teachers do the "little things" to encourage and give students the feeling that they care. This would include things such as greeting students at the door and saying good morning or hi.
4. **Reinforcement** - The teacher is always finding ways to encourage students in their work. This means not only when they succeed, but especially when they fail and need the support to try again.
5. **Sarcasm** - Students usually react very negatively to this. Students are very concrete at this age and sarcasm should be avoided.
6. **Practice and Rehearse** - Teachers give students many opportunities to practice and rehearse in the learning curve. This does away with the old ideas of read, recite and test.
7. **Body Language** - It is important to remember to give students space. They need to feel comfortable during this time of change, and physical intrusion into their "space" is viewed as threatening. It is also noteworthy to remember that keeping your hands in sight is reassuring for students.
8. **Punishment** - This is a no - no! Always refer to the handling of discipline as a consequence or reinforcement. Keep it as natural as possible and never hand it out to a student when upset.
9. **Emotions** - Keep them in check. If you lose it, don't deal with the student at that time. Walk away and settle down. Come back and finish with the issues when you are emotionally in control. This is excellent modeling for students.
10. **Display Good Work** - Teachers post/display students' work in their rooms and hallways. This practice motivates students and reinforces the importance of academic success.
11. **Touching/Handshakes** - Teachers are not able to physically touch students today, but they do enjoy contact such as handshakes and hand slaps for reinforcement. Another example would be to have students pat themselves on the back for a job well done.
12. **Bad News/Good News** - How teachers give out good and bad news is important to students. The ability to give the bad news to students without forgetting about the students' self-esteem is essential. Remembering to include good news is important.

All of the twelve traits have been received from students through Dr. Larkin's interviews. I would hope that we take heed of what students have to say to us. They are our customers and it is important that they feel that they would want to come back to our business again. After they have left, what will they remember of their experience at Central Middle School? Only you have the power to affect that answer!

INSTRUCTIONAL INFORMATION

CLASSROOM RESPONSIBILITIES

1. Teacher Work Day

Full-time staff members are expected to be in the building between the hours of 7:30 a.m. and 3:30 p.m. The time that students are not in class can be used for lesson planning, curriculum work, and professional meetings. Part-time teachers are expected to be in the building on a percentage basis dependent on the individual contract.

2. Legal Responsibilities of a Teacher

It is important for teachers to realize that they are legally responsible for the students assigned to them during the course of the day. Teachers should be in their classroom at the start of each hour and should not leave their classes unattended.

3. Students leaving a class should be given a pass signed by the teacher. A student in the building without a pass will be returned to class and the teacher will be responsible for disciplining the student.

4 Use of Unassigned or Preparation Period

The unassigned period of a teacher's schedule is designed to facilitate the preparation of a teacher's work. Teachers finding it necessary to leave the building during school hours are to inform the school office each time before leaving the building.

MANDATED REPORTING INFORMATION

Who is mandated to report suspected child abuse and neglect?

- Doctors, nurses, mental health workers, nursing home employees, dentists, and other health care professionals.
- Social Workers, Foster Care Providers, Group Home Staff, Child Mentors
- Educators and Other School Staff
- Child Care Workers-both home and daycare centers
- Law Enforcement Officers
- Guardians ad Litem
- Probation and correctional services

Minnesota Statute 626.556

Requires mandated reporters to report when they have reason to believe

1. A child is being abused or neglected, and
2. A child has been abused or neglected in the previous three (3) years

Minnesota Statute 626.556 also -

- Protects reporters who report child abuse in good faith from civil liability (626.556 subd.4)
- States that mandated reporters who fail to report can be found guilty of a misdemeanor (626.556 subd. 6)
- States that the legal responsibility for reporting child abuse and neglect remains with the person who initially becomes aware of the allegation. It is not and can not be passed on to others (supervisors, etc.)

Questions you will be asked –

- The alleged victim's location and safety
- Name and address of the family or facility
- About the alleged victim's condition or injuries
- If there are any witnesses and their information
- Date and time of alleged incident
- Birthdates and other identifying information
- Your name, address, phone number and relationship to the child

When should you make a report?

- If you know or have reason to believe a child has been abused or neglected in the previous three (3) years:
 1. Make a verbal report immediately or as soon as possible (within 24 hours)
 2. Follow-up with a written report within 72 hours
 3. When in doubt, make the report!!!

Carver County Community Social Services Child Protection Intake

COMPUTER USE

The following policy will be in effect for using the computers.

- A. A computer room will be housed in Room C130 and the Media Center. Rooms can be reserved by the day or week by a staff member. Reservations specifying the dates and periods should be at least one week in advance on the sign-up sheet for Room C130 in the middle school office
- B. The computer room will be open for staff use before and after school and during the school day when classes are not using the computers.

FIELD TRIPS

- A. Field trips, like the use of other aids, must be part of planning. They must make a direct contribution toward achievement.
- B. The trip must be planned in detail sometime in advance. A bus request slip must be presented to the transportation supervisor at least five (5) days before the planned field trip.
- C. Parent's permission must be obtained for each child to participate. Permission slips may be obtained in the office.
- D. Money for trips is not available this year. Some costs, including substitutes, transportation and fees must be covered by the students.
- E. No field trips should be made the last two weeks of school.

HOMEWORK

- A. Homework refers to work carried on outside of the regular class period.
- B. The administration encourages the staff to assign reasonable amounts of homework. Homework can be a valuable learning device as well as an effective public relations program with parents.
- C. One basic problem in assigning homework is the time available. There is no standard, which will fit all classes, and the teacher must plan accordingly. The teacher should know the average class load of his students, how many of the subjects require homework, and how many study halls the students have. Probably no student in Middle School should have to spend more than an hour outside of the school day on assigned schoolwork. However, this does not include additional projects or voluntary work, which they can be encouraged to do involving reading, listening, viewing, observing, interviewing, etc. After getting information on your class, experiment with assigned work as to time required and thus develops what might constitute a suitable load of assigned work. Remember that long-term assignments and voluntary activities will keep the able student working at some desirable task.

THE EXCEPTIONAL CHILD

Teachers are encouraged to look at the cumulative folders of the students in their classes and to talk with the counselor about their students. The cumulative folders are located in the Middle School office. Teachers should attempt to identify children with both gifted or learning disabled traits and work individually with these students.

BUS TRANSPORTATION

Middle School students will have buses available for rural routes. Bussing will also be available at select sites for middle school students in Norwood Young America in the morning only. Afternoon stops are available to Norwood. Consult the District newsletter for times and locations. Bus transportation is a privilege. Inappropriate conduct will result in the loss of this privilege.

DISTRICT 108 ATTENDANCE AND DISCIPLINE PHILOSOPHY

ATTENDANCE POLICY

The Board of Education, Administration, and Faculty believe all students should benefit from the educational opportunities, programs and activities that are available at school. Minnesota State Law and Educational Department regulations require daily attendance. There is a close relationship between attendance and school success. Each student, parent or guardian, and the school share an obligation to encourage and insure the student's continuous attendance.

Students of Central Middle School will be expected to be diligent and punctual in attendance. All students will be held accountable for missed days of school.

The principal will review student attendance records monthly or at a teacher's request.

1. Upon a student's absence of 3 consecutive days, the school nurse will contact the parent/guardian to review the reason for the absence.
2. When a student's absenteeism reaches 5 days in a month or 10 total days in a semester, the principal/social worker will contact the parent/guardian to seek reasons for the absences.
3. If there are concerns that remain, the principal will refer the student and family to the Student Assistance Team or to Carver County Social Services for truancy referral.

NOTIFICATION OF ABSENCE

If a student must be absent from school, the student's parent or guardian must call the Middle School Office **attendance line (467-7204)** on the day of the absence, prior to 9:00 a.m. to verify the absence. The office is open at 7:30 a.m. (school prefers early calls). **NOTES ARE NOT REQUIRED.** Contact the office if there are extenuating circumstances. If calls are not made, the Middle School Office will contact parents at home or work. Reason for absence must be given to determine if absence is excused.

CLASSIFICATION OF ABSENCE

The Middle School Principal will determine whether or not the absence is to be excused or unexcused.

EXCUSED ABSENCES

SCHOOL AUTHORIZED/APPROVED ABSENCES

UNEXCUSED ABSENCES: all homework, assignments, and tests that were missed will be zeroes. In addition, time that was missed will be made up after school.

TARDY:

A student will be counted tardy if they arrive to school between 8:00-8:20 (Central Time). Students arriving after that time will be considered tardy or absent from each consecutive hour. The tardiness or absence will be deemed either excused or unexcused.

MAKE UP SLIPS

When absent from class students must present a make-up slip to the teacher the day he/she returns to class. Whenever it is known in advance that a student is going to be absent due to family vacation, surgery, etc. an advanced make-up slip should be obtained. Make-up slips are given out in the Office before first period begins.

STUDENT PLANNERS

All teachers require students to use their student planner. They are required to carry these to each class to record their assignments and any other special notes. Student planners may be purchased from the office for \$5.00. Central Time advisors will check for parent/guardian signatures on Monday mornings during Central Time. Staff will also post assignments on "Infinite Campus".

PASSES

All students must have a signed pass when out of class during any instructional time. The supervising teacher will fill out the pass and keep a record of all students out of class at any time.

SCHOOL ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES

A student must be in school from periods 1-7 to be eligible for that day's event or practice. A student must receive prior approval from the principal for all absences. However, in case of unusual circumstances, the principal may allow a special ruling.

HOMEBOUND INSTRUCTION

When a physician certifies that a student cannot be in attendance for ten or more consecutive days due to a physical or emotional condition, that student will be eligible for homebound instruction. Parents should contact the principal's office for additional information concerning homebound instruction.

CLASS ATTENDANCE

- A. Each child's attendance in class each day is extremely important. Please take accurate attendance at the beginning of Central Time and each hour and enter into Infinite Campus program.
- B. Use of class time in an efficient way helps increase student learning. Avoid sending students to lockers, nurse, lavatories, or offices during class time. Unnecessary errands simply reduce learning time.
- C. When a student is absent, they should check with their teachers in regard to making up work that they have missed. It is expected that teachers will be available to provide help to these students and others who might need them.
- D. If a youngster's absence is due to truancy or suspension, teachers must give the student a reasonable time to make up their daily work. It is recommended by the administration that teachers have daily assignments that are part of the grade so that when a youngster misses class, it will have a relationship to their grade.
- E. When a student is tardy to class, admit them to class and enter tardy and reason in Infinite Campus. Do not send the student to the office for a pass.
- F. When a student has been absent, do not admit them to class without a make-up slip the day they return.

TARDINESS

Tardiness is defined as being late for class or unprepared. Promptness to class is very important. Students are to be in their seats and ready to work when the class begins. The teacher will confer with the student after class or after school concerning tardiness. Excessive tardies may reduce a student's grade because of loss of class participation.

GRADING, REPORT CARDS, AND CONFERENCES

Report cards are available four times a year via the parent portal in Infinite Campus or by parent request to be mailed. In addition, teachers send home progress reports at the midpoint in each quarter to students with a grade of a D and below. Mid term reports are also available to view on the parent portal in Infinite Campus. Parents may request a progress report at any time by contacting the teacher. Incompletes may be given to students who have been absent an extended period of time. Within two weeks after the quarter ends, all work should be completed so a grade can be given for that class. Any extended time beyond the two weeks must be approved by the teacher provided there are extenuating circumstances. If not the grade then becomes a failing grade for that marking period.

The following grading scale will be used in A-F classes in the middle school.

93 - 100	%	-	A
90 - 92	%	-	A-
87 - 89	%	-	B+
83 - 86	%	-	B
80 - 82	%	-	B-
77 - 79	%	-	C+
73 - 76	%	-	C
70 - 72	%	-	C-
67 - 69	%	-	D+
63 - 66	%	-	D
60 - 62	%	-	D-
59 & below	-		F

Students will receive letter grades in all academic areas as well as their advisor/advisee Central Time groups.

Student Led Conferences will be held in teacher's classrooms in November and February. Each student is responsible to present their progress to parents during this time. Progress reports will be available to view on the parent portal in Infinite Campus or by parent request to be mailed home at mid-quarter.

PROMOTION AND RETENTION POLICY

Students who fail two or more quarters may be required to attend summer school or retake the course prior to being promoted to the next grade level.

PLAGIARISM/CHEATING POLICY

DEFINITIONS AND PENALTIES

Cheating is any form of intellectual dishonesty or misrepresentation of one's knowledge. Plagiarism, a form of cheating, consists of representing someone else's work as one's own. Ignorance of what constitutes plagiarism shall not be considered a valid defense. If students are uncertain as to what constitutes plagiarism for a particular assignment, they should consult their teacher for clarification.

A faculty member may impose penalties for plagiarism and cheating ranging from a grade reduction to a zero on the assignment or exam.

CURRICULUM

Curriculum will consist of the following classes for each grade.

6th Grade

reading
math
science
social studies
phy. ed.
band/choir
computer keyboarding applications
art
spelling
writing

7th grade

communications
math
science
social studies
phy. ed.
band/choir
media language arts
art
health
industrial technology
community issues -7

8th Grade

communications
math
science
social studies
phy. ed.
band/choir
computer applications
art
industrial technology
STEM-8
language arts

MUSIC OFFERINGS

Students have the opportunity to take a music class. Students may choose band or choir. If a student is enrolled in both band and choir, they may drop either band or choir at any time and continue in the remaining class. Any music changes will only be allowed at the end of the semester.

All band students are provided with an individual band lesson. The lesson will be held for ten minutes each week. It is the student's responsibility to attend their lesson each week. Students will be excused from their class at the assigned time, but it is the student's responsibility to make up any missed assignments. If a student has a test or other pertinent class assignment during their lesson time, it is the student's responsibility to notify their lesson instructor for an excused absence from that lesson. Students receive a band lesson grade on their report card.

HIGH POTENTIAL PROGRAM

Students are identified to be eligible in the high potential program by test scores, teacher recommendation, or parent request to participate in the high potential program. The purpose of the program is to give students time to develop their academic strengths and provide them with encouragement and support.

PARENT ACCESS TO STUDENT GRADES

Parents may access their child's grades, homework, attendance and receive teacher emails via Infinite Campus's Parent Portal. Parents may request access online at: www.isd108.org and complete the short 4 step enrollment process. You will be notified when your enrollment has been accepted. Staff update this information on a weekly basis.

GRADING AND HONOR ROLL

Students who achieve a quarterly GPA of 3.0 will be included on the "B" Honor Roll. Students who achieve a quarterly GPA of 3.67 will be included on the "A" Honor Roll.

In an effort to inform students and parents how to calculate GPA, we offer the following examples. Keep in mind, that grades are based on a 4.0 scale.

A = 4.00
A- = 3.67
B+ = 3.33
B = 3.00
B- = 2.67
C+ = 2.33

C = 2.00
C- = 1.67
D+ = 1.33
D = 1.00
D- = 0.67
F = 0.00

8TH Grader Quarter 4 GPA Calculation

7/21/2022

#	Course	Weight	Gr.	Value		Eff Wgt.		Grade Pts.
115	CENTRAL TIME	0.00	B	0.000		0.000		0.000
84	PHY ED	0.50	A	4.000	*	0.125	=	0.500
94	LANG. ARTS	0.50	B+	3.330	*	0.125	=	0.416
77	MATH	1.00	A	4.000	*	0.250	=	1.000
85	ART	0.25	C	2.000	*	0.250	=	0.500
79	SCIENCE	1.00	A	4.000	*	0.250	=	1.000
78	ENGLISH	1.00	A	4.000	*	0.250	=	1.000
80	SOCIAL ST.	1.00	C+	2.330	*	0.250	=	0.582
150	BAND	0.500	A-	3.670	*	0.125	=	0.459
274	STUDY HALL	0.00	A	0.000		<u>0.000</u>		<u>0.000</u>
				Totals		1.625		5.457

$$\text{Q4 GPA} = 5.457 / 1.625 = 3.358$$

“B” Honor Roll

Philosophy and Policy for Incompletes

The incomplete mark is to be used as a tool to reflect a quantity of work that has not been finished by a student. The incomplete mark is to be used sparingly for such things as long-term illness or other extenuating circumstances. Ordinarily the incomplete work is to be made up within two weeks after the end of the quarter. Teachers may make adjustments due to extenuating circumstances with the approval of the principal.

It has been established that:

1. A student should be held accountable for work due.
2. Teachers establish deadlines for their course requirements as well as due dates for incomplete work.
3. The deadline for grades for mark audit purposes is two weeks after report cards are given to the students.
4. Incomplete marks that are carried beyond the mark audit should be cleared with the principal and a plan established with the student, teacher and principal for that work to be completed.
5. Failure to hand in the course requirement may fail the student for the course.
6. Handing in overdue work does not assure a passing mark on that work or for that marking period. It does, however, give the student the opportunity to complete course requirements.

PROGRESS REPORTS ON STUDENTS

A. Unsatisfactory Work Reports on Students

At the mid-point of each quarter, progress reports will be mailed out by the office to students receiving a D or below letter grade. These reports give staff an opportunity to commend students for improvement or special achievement. They are also used to notify parents of unsatisfactory or "below standard" work. All faculty are encouraged to contact parents by phone any time it is felt this would benefit the student or help his/her achievement or behavior.

Note: Any student who is failing must receive a written progress report or personal call before the end of the marking period.

Some precautions for faculty members who fill out unsatisfactory work reports:

1. Never indicate by blunt statement that the student is failing for the year. You might indicate that unless he deviates from the present achievement, there is a strong possibility that he will fail.
2. Other statements of opinion by a teacher are never received very well by parents. These include such statements as, "student is lazy", "student must not get enough sleep", "student picks wrong friends",
3. The statements which carry the greatest impact with parents are statements of fact, such as: "Student was absent 12 days and has not turned in any make-up work although assignment were given to him", "Arrangements were made for after-school help and he never appeared", "failed three unit tests", etc.
4. Finally, an indication that you as a teacher are concerned along with the parents about the poor work of the student places them on your side.

B. Positive Reports

Staff are encouraged to inform parents when students are doing outstanding work or showing improvement. Positive reporting forms are available in the office. After completing the form, please turn it into the office to be mailed home.

RECORDS

- A. The following information should be in the teacher's record book: Class roll and marks given.
- B. Information pertinent to the student should be filed in the student's folder, which is located in the Middle School Office.

REQUISITIONS

- A. Supplies requisitioned in the spring will be delivered to the teacher in the fall.
- B. Departments/grade levels will decide how monies are going to be spent. This should then be communicated to the principal.
- C. To purchase an item, staff must use the online ordering procedure. Staff access the district website, www.raiders.central.k12.mn.us and use the link found under the staff tab – staff purchase request access, enter user id and password to login. Click on online ordering and click the online order request. Detailed procedure can be received from Joan Carlson in the business office. Bills in any other manner will not be honored by the school and become the obligation of the teacher.

COMMUNICATION

P.O. boxes should be checked daily. A daily student bulletin will be distributed via email and all staff members should read the announcements to their class at the beginning of 5th hour. Teachers have available telephones. Telephones are for school business. Students are not to use classroom telephones. Teachers should use discretion in receiving calls while class is in session.

SCHOOL MEDIA CENTER

The Media Center has a number of important functions in the general educational theme. It supplements the instructional program of the school, it establishes many of the habits and teaches the skills of Media Center use; and it ministers to the aesthetic and recreational life of the students. Naturally, the media center can do all of these things only as a result of the cooperation of the media specialist and teachers who have developed skill in the use of the Media Center as an educational tool.

Teachers are urged to use Media Center resources when planning units of work. Do not hesitate to inform the media specialist if you feel media center resources are inadequate in your area of concentration. Suggestions for additions to the Media Center are welcome at all times.

We request that the Media Center is not to be used as a place to send problem students.

CLASSROOM MANAGEMENT

- A. The teacher's greatest personal and professional challenge and opportunity is to encourage and inspire pupils to lead them; to teach them. This requires that each teacher take command of his/her class at the opening of school; that they carry on their work in a kind professional manner; and that they lead, inspire and encourage their pupils to personal growth.
- B. Be consciously courteous to pupils, parents, co-workers, and others. It becomes a habit, which eases the rough spots.
- C. Promote democracy. With privileges must go responsibilities. Consideration should be taught not only for classmates, but for teachers, buildings, and equipment.
- D. General guidelines to govern student conduct in the classroom:
 - 1. Students should be on time to class. Teachers are asked to keep track of students who are late and deal with them regarding their tardiness.
 - 2. Teachers should dismiss their classes rather than letting the students dismiss themselves.
 - 3. Students should show respect for their teachers and other students. Rude or insolent behavior should not be tolerated.
 - 4. Profane or obscene language in class should not be tolerated.
 - 5. Students should have all necessary materials and supplies for class as it should not be necessary for students to have to go to their lockers during class.

6. Students should be encouraged to develop pride in their school. They should be reminded to keep the school clean.
7. Teachers should assume the responsibility for spelling out and enforcing these guidelines for conduct in their classroom.

E. Study Halls

Students are to:

- Use study hall for study purposes.
- Study or sit quietly as not to disturb others.
- Plan Ahead. Bring study materials and pre-signed passes with you.

Rules:

- Attendance will be taken before passes are accepted.
- Students will have assigned seats.
- Students must sign out/in and have passes when moving around the building.
- Restroom and locker passes will be granted at teacher discretion.
- Pop, food, sleeping, radios, and recreational games are not allowed. Consequences for not following the rules are:
 - One week restriction to study hall.
 - Restriction to study hall for remainder of quarter.
 - Teacher assigned detention.

F. Passes

Teachers wishing to see students from the study hall must give the student a pass to be presented to the study hall supervisor. Teachers must not give a student a pass out of another teacher's class unless first cleared with that teacher. If a teacher wishes to send a student out of the building, it must be cleared through the principal's office.

REMOVAL OF STUDENTS FROM CLASS

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

GROUND'S FOR REMOVAL FROM CLASS SHALL INCLUDE ANY OF THE FOLLOWING

1. Willful conduct that disrupts the right of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student, or property of the school
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

PROCEDURES FOR REMOVAL OF A STUDENT FROM CLASS

1. A teacher may remove a student for one class or activity period. Teacher should inform the office that student has been removed and to expect student's arrival.
2. Removal of a student for more than one class or activity period will require principal/designee approval.
3. Documentation providing reasons for removal will be given to principal by removing teacher before that class meets again. Parent notification will be done by teacher removing student. If student is to be removed for more than one class period, parent notification will be done by principal/designee.

RESPONSIBILITY FOR AND CUSTODY OF A STUDENT REMOVED FROM CLASS

1. Any student removed from class is to immediately report to the office.
2. Students sent to the office may do so unattended if there are no safety concerns. If safety issues exist, teacher must contact office and principal/designee will come to escort students to the office.

3. While in the office for class removal, student will complete assigned work. Teachers will have work available for students during this time.
4. While student is removed from class, the principal/designee will be in charge of student.

PROCEDURES FOR NOTIFICATION

1. The Parent/Student Handbook is available on the Middle School Website or a hardcopy can be requested by the parent that explains the rules of conduct and associated procedures. In addition, during the course of the year, disciplinary notices, phone calls, and/or letters will be used to contact parents of violations.
2. Any violation that results in a student being removed from class will result in a parent notification by the teacher and/or principal/designee.

DISABLED STUDENTS; SPECIAL PROVISIONS

Any consideration as to whether there is a need to review procedures for assessment, current IEP's or appropriate referral of students in need of special education services will be done by each school's Student Assistance Team (SAT). Any parent or staff member may make referrals to the SAT for child study to determine appropriate services.

BUILDING ADMINISTRATION

A. Hall Supervision

All teachers have the following responsibilities:

1. Prevent any bad practices, such as running, scuffling, and throwing objects.
2. Encourage students to go into the classrooms or cafeteria area rather than congregating in the halls
3. All teachers must assume responsibility for discipline in the corridors. It is important that while classes are passing, teachers supervise the corridors.
4. Encourage and instruct students to keep to the right in all corridors at all times. Also, instruct them to take books for several classes to eliminate the need to go to lockers between each class.
5. Any student in the building after 3:15 p.m. **must be in a supervised activity**. Parents should arrange for transportation home when their child has detention or is in an activity.

B. School Grounds

Teachers should remind students that Central Middle School is a closed-campus school. Once a student arrives at the school in the morning, he/she is not to leave the school grounds during the course of the day unless he/she has approval from the principal's office.

C. Leaving School during the day

If there is a special reason why a student must leave school before the end of the school day, it is the student's responsibility to provide a written excuse prior to the beginning of the first hour or to have a parent call before 9:00 a.m. stating the reason. The student should obtain a permit to leave before signing out in the register in the office. If returning the same day, the student should sign in the register and get pass to return to class. Once a student has arrived at school, they are not permitted to leave without permission.

If a student becomes ill during the school day, he/she must report to the Middle School office. The school secretary will refer the child to the nurse's office. If the nurse is out of the building, the school secretary will assess the seriousness of illness/injury and consult with school nurse if necessary. Further action will be determined at that time. If the illness or injury is serious enough, parents or some other appropriate adult will be contacted in order to assure responsibility **before** the student is allowed to leave the building.

GYM SUPERVISION

(2 staff members from schedule below each day)

Have the new gym open and lights on by 7:40.

Provide basketballs for students to use and have students collect them at 7:50.

Have students return to classes at 7:50 for first bell at 7:55

LOCKER BAY SUPERVISION

(1 staff member from schedule below each day)

In accordance with District 108's Crisis Plan, staff is requested to be available to monitor the halls and locker bay area before school. Staff have been assigned a day each week to help in this monitoring. It will be left to the discretion of the staff to meet and determine scheduling. Staff are requested to be visible in the halls and locker bay area. A walk through should be made up and down the outside of the locker bay area to assist students, suggest organizational skills, get to know them and help to eliminate inappropriate actions. Locker slamming, pushing, loud voices, food and beverage consumption, etc. are situations to address. This staff supervision will have a positive impact on the atmosphere in your classrooms.

Monday

Ms. Winn

Ms. Williams

Mr. Wroge

Tuesday

Mr. Bollum

Mrs. Wroge

Mrs. Fuhrman

Wednesday

Mr. Larson

(staff PLC mtgs.)

Thursday

Mrs. Kroells

Ms. Leonard

Mr. Erickson

Friday

Mrs. Curson

Mr. Oak

Mr. Halbach

DISTRICT 108 DISCIPLINE PHILOSOPHY

DISCIPLINE POLICY

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturing 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. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56

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

The complete policy can be requested from the school office.

ASSERTIVE DISCIPLINE PLAN:

Classroom management is the responsibility of the teacher in charge and the students present. To maintain a pleasant educational environment, both parties must work hard to assure that individual rights and opportunities are respected.

To facilitate good classroom operation, each teacher will have an assertive discipline plan in place. Copies of the plan will be given to students through classroom notes or through handouts. Teachers may post their assertive discipline plans in their rooms. These plans will include 3 to 5 behaviors they expect from all their students. Additionally, these policies will list consequences for student failure to follow rules. Before sending a student to the office for assistance, each classroom teacher will attempt to solve the problem at the classroom level. First offenses will be handled with a reprimand/warning, second offenses will involve a discussion with the student outside the classroom, while third offenses will require that the teacher contact the parent of the student involved. The student may be sent to the Principal's office upon the third offense, and the teacher will call the office to advise the Principal of the violation that has occurred.

Behaviors, which are threatening or harmful in nature, will result in immediate removal from class.

DISCIPLINE PROCEDURES

School responses to violations of the rules of conduct may include but are not limited to the following:

- * Conference with the teacher, counselor, and/or principal;
- * Parental contact;
- * Loss of school privileges;
- * Removal from class;
- * Referral to police, juvenile authorities or community agency;
- * Out-of-school suspension;
- * Service
- * Detention;
- * Parent conference with staff;
- * Restitution;
- * Modified school programs;
- * Removal from school bus;
- * In-school suspension;
- * Expulsion and/or exclusion.

NOTIFICATION OF VIOLATION(S)

Teachers should issue a disciplinary notice on a student for violation of school rules. A disciplinary notice will be handled by the teacher and principal, and a copy mailed to the student's parents or guardians.

Students shall be notified of violations of the rules of conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Parents may be notified orally or in writing of disciplinary actions as provided by the Pupil Fair Dismissal Act of 1974.

DETENTION

Detention is a possible consequence for behavioral infractions. A student serves their detention with a supervising teacher. The teacher will notify parents of detention and the student is expected to serve their time as agreed between parent and teacher. Staff may arrange for detention before or after school. Skipping detention will result in the doubling of time. If a student has four (4) or more detentions and does not attend without an approved excuse, it will result in a day of out-of-school suspension.

SUSPENSIONS

Students who are truant or suspended (out of school) must make up the work missed. Students who are truant or on suspension (out of school) shall not participate in or attend school activities that day or evening.

SUSPENSION-EXPULSION

In the event it becomes necessary to suspend, exclude or expel a student, these procedures will be governed by MSA 127.26 - 127.40 (Minnesota Pupil Fair Dismissal Act). Under the provisions of this law, students may be suspended or expelled.

The consequences for misbehavior described on the following pages are designed to be fair, firm and consistent for all students. They apply to students in any school or other district building, on district property, in district vehicles, and at school or district events. (District vehicles are defined as school buses and vans owned or leased by the school district, and cars and other vehicles owned by district staff and authorized by the district for transporting students).

Because it is not possible to list every misbehavior that occurs, misbehaviors not specified will be responded to as necessary by staff. Minor misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators and other appropriate district staff.

Consequences - For each misbehavior described, there are specific consequences for first, second, third and fourth violations. Those consequences are shown as "*", "suspension for a specified number of days or expulsion.

"*" is defined as: Consequences for violation will include student conference and parent notification, and may include, but are not limited to parent conference, restitution, service, detention and up to one-day out-of-school suspension

In the chart on the following pages, suspension is defined as out-of-school suspension-action taken by the school administration to prohibit a student from attending school for no more than 10 school days. If suspension is longer than five days, the suspending administrator must provide the Superintendent with a reason for the longer suspension. (A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may be suspended until noon on the following school day).

Expulsion is action taken by the school board to prohibit a student from further school attendance for up to one school year from the date the student is expelled.

Exclusion is an action taken by the school board to prevent a student from enrolling or re-enrolling for a period of time that shall not extend beyond the school year.

In addition to the consequences detailed on the following pages, a specific school or the District Transportation Department may respond to student misbehavior in a variety of ways which include, but are not limited to, parent conferences, mediation, restitution, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges and chemical evaluation.

Administrators will involve the police and other law enforcement authorities as necessary. If a student violates a district rule, which is also a violation of a law, the student will be referred to the police in addition to being dealt with as described in this regulation.

Consequences for a specific offense may be more severe than indicated if staff believe it is appropriate.

The following list of rules is not intended to place undue restrictions on the student body, but rather to encourage all students to behave in such a manner that they will be a credit to the school. It is encouraging to note that the great majority of students regard rules as necessary and put themselves wholeheartedly into helping the school perform its functions and are not affected by disciplinary procedures.

Students are expected to not engage in the following activities. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity.

MISBEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
1. Abuse, Verbal - Arousing alarm in others through the use of language that is discriminatory, abusive, obscene or threatening.				
Toward Student (grades 6-8).....	*	1-day susp.	3-day susp.	5-day susp.
Toward Staff (grades 6-8).....	1-day susp.	3-day susp.	5-day susp.	expulsion
2. Alcohol or Chemicals, Possession or Use - Possessing or using any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. (Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left with and administered by the school nurse, in accordance with district administrative regulations.				
(grades 6-8).....Alcohol.....	3-day susp.	5-day susp.	expulsion	
(grades 6-8).....Chemicals.....	5-10 day susp.	expulsion		

MISBEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
3. Alcohol, Possession With Intent to Distribute or Sell - Selling or distributing, or intending to sell or distribute, alcohol where sale or distribution is prohibited by Minnesota or federal law. (grades 6-8).....	5-day susp.	expulsion		
4. Ammunition, Possession - Possession of bullets or other projectiles designed to be used in a weapon. (grades 6-8).....	*	3-day susp.	5-day susp.	expulsion
5. Arson - Intentional destruction or damage to school or district buildings or property by means of fire. (grades k-12).....	expulsion			
6. Assault, Physical - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person. Upon a student (grades 6-8)..... Upon a staff member (grades 6-8).....	1-5 day susp. expulsion	5-10-day susp.	expulsion	
7. Assault, Verbal - Verbal confrontation with a student or staff member which is intended to cause fear of bodily harm or death. Upon a student (grades 6-8)..... Upon a staff member (grades 6-8).....	1-3-day susp. 1-5 day susp.	5-day susp. expulsion	expulsion	
8. Assault, Aggravated - Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person. (grades k-12).....	expulsion			
9. Bodily Harm, Inflicting - Committing an accidental act which, although a result of poor judgment, inflicts great bodily harm upon another person. (grades 6-12).....	3-day susp.	5-day susp.	expulsion	
10. Bomb Threat, False - Intentionally giving a false alarm of a bomb. (grades 6-12).....	expulsion			
11. Burglary - Entering a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime. (grades 6-12).....	expulsion			

12. Chemicals, Possession With Intent to Distribute or Sell - Selling or distributing, or intending to sell or distribute, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law. (grades 6-12).....	expulsion				
13. Disrespect/Defiance - Failure to show consideration/courtesy for others, to intrude upon or molest others, to excessively challenge or resist school authority, to defy school rules and authority. (grades 6-12).....	*	*	*	*	
14. Dress and Grooming (for complete details, see Policy Handbook) - Clothing may not include words or visuals which are obscene, abusive or discriminatory, or which advertise or promote tobacco, alcohol, sexual content, narcotics or dangerous drugs. (grades 6-12).....	*	*	*	*	
15. Explosives, Possession and/or Use - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat. (grades k-12).....	expulsion				
16. Fighting - Mutual combat (differentiated from poking, pushing, shoving or scuffling) (see #6) in which one or the other party(ies) or both contributed to the situation by verbal and/or physical action. (grades 6-8).....	1-day susp.	3-day susp.	5-day susp.	expulsion	
17. Fire Alarm, False - Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm. (grades 6-12).....	5-day susp.	expulsion			
18. Fire Extinguisher, Unauthorized Use - Unauthorized handling of a fire extinguisher. (grades 6-12).....	5-day susp.	expulsion			

MISBEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
19. Fireworks, Possession - Possessing or offering for sale any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation. (grades 6-8).....	1-day susp.	5-day susp.	expulsion	
20. Fireworks, Use - Using any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation. (grades 6-8).....	3-day susp.	5-day susp.	Expulsion	
21. Gambling - Playing a game of chance for stakes. (grades 6-8).....	*	1-day susp.	3-day susp.	5-day susp.
22. Harassment, Including Sexual - Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their sex or any disabilities they may have. (For more information about sexual harassment, refer to district policy. (grades 6-8)..... *Expulsion - see policy p. 21	*	1-3 day suspension	2-5-day suspension	5-10 day suspension*
23. Classroom disruption or Interference -Verbal or physical interference with classroom instruction, not allowing instructors to teach or students from learning. (grades 6-8).....	*	*	*	*
24. Ignition Devices Use of an ignition device, butane, disposable Lighters or matches, under circumstances Where there is an obvious risk of fire, but Arson not committed will be reported to law Enforcement.	1 day susp.	3 days susp.	5 days susp.	Expulsion
25. Electronic Devices, Possession - Possession of electronic devices or objects Which cause or may cause distractions Including, but not limited to lasers, pagers, radios, Cell phones, ipods and/or electronic devices that Can transmit audio or visual communications. (grades 6-8).....	*	**	1-day susp.	3-day susp.

25. Electronic Devices, Possession –continued

1st OFFENSE*- electronic device turned into principal's office and returned to student at the end of the day.

2nd OFFENSE**- electronic device turned into principal's office for three (3) days. Parent must call office prior to the electronic device being returned to the student.

26. Public Display of Affection -

Display of affection, other than holding hands, does not have a place, at anytime, in our school.

(grades 6-8).....

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27. Records or Identification

Falsification - Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member.

(grades 6-8).....

*

1-day susp.

3-day susp.

5-day susp.

28. Robbery or Extortion - Obtaining property from another person where his or her consent was induced by use of force, threat of force or under false pretenses.

(grades 6-8).....

3-day susp.

5-day susp.

Expulsion

Up to expulsion

Up to expulsion

29. Sexual Conduct, Criminal - Engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent.

(grades 6-8).....

5-day susp.

Expulsion

Up to expulsion

30. Terroristic Threat - Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person.

(grades 6-8).....

5-day susp.

Expulsion

Up to expulsion

31. Theft, or Knowingly Receiving or Possessing Stolen Property -

Unauthorized taking of the property of another person, or receiving or possessing such property.

(grades 6-8).....

1-day susp.

3-day susp.

5-day susp.

Expulsion

Up to expulsion

Up to expulsion

Up to expulsion

MISBEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
32. Tobacco - Possessing or using tobacco or E-Cigs in district buildings, on district grounds, in district vehicles or at district events, in violation of district administrative regulation 406.5AR, Tobacco-Free Environment (grades 6-12).....	2-day susp.	3-day susp.	5-day susp.	5-day susp.
33. Trespassing - Being present in any district facility or portion of a district facility when it is closed to the public, or unauthorized presence in a district vehicle. (grades 6-8).....	*	1-day susp.	3-day susp.	5-day susp.
34. Weapon or Look-alike Weapon, Possession - Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, including laser pointers which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. Weapon or look-alike weapon, possession (grades 6-12).....	expulsion			
35. Willful Damage of Property (Vandalism) - Littering, defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff. (grades 6-12).....	*	5-day susp.	expulsion	

STUDENT HANDBOOK RULES

PLEASE READ IT CAREFULLY. ENFORCEMENT OF THIS HANDBOOK REST IN THE HANDS OF ALL SCHOOL PERSONNEL. INCLUDING NON-CERTIFIED WORKERS.

CARE OF THE BUILDING

- A. Check all windows in your classroom upon leaving the building. Windows should be properly closed and locked.
- B. Each teacher is responsible for the care of his/her room and the equipment in their room. We urge your constant awareness in this area to prevent unnecessary damage to desks, walls, etc.
- C. Please report immediately if the heating or ventilation is out of order.
- D. Before fastening anything to your walls, check with the janitors.
- E. Please do not leave money and other valuables in your desk or room. Bring it to the Middle School Office and it will be placed in safekeeping.
- F. Teachers should lock their rooms during lunch and at the end of the school day.

BUILDING USE GUIDELINES

- A. Students will not be allowed in the building before 7:30 a.m. Any student in the building after 3:15 p.m. must be in a supervised activity. Parents should arrange for transportation home when their child has detention or is in an activity.
- B. The Physical Education locker rooms are off limits to students during the school day. This includes the lunch hour. The P.E. classes will be allowed to enter and exit through east lower level only.
- C. Athletes should not work out without supervision. (Morning and after school work-out sessions will require supervision).
- D. A copy of all practice times should be filed in the principal's/superintendent's office.
- E. Everyone using the building (or supervising activities) is requested to turn off lights and shut/lock doors when he/she leaves.
- F. Coaches and Advisors are to inform their students of these rules. Students are not to be allowed to roam in the building after hours. Staff are responsible for students until they have left the building.

KEYS

Keys will be handed out by the office the first day of workshop. Keys are the property of the School District and are to be returned to the principal's office upon request. Under no circumstances are duplicate keys to be made. Keys are not to be left laying about by the teacher nor are they to be turned over to students to use.

TEACHER ILLNESS

If you are unable to work because of illness, please call the principal (612)718-0755 the night before or by 6:00 a.m. It is imperative that you call as early as possible in order to facilitate getting a substitute. Each teacher will be required to complete a substitute teacher file to be used by the substitute when the staff member is absent. This file will contain not only the basic materials included by everyone, but any special materials on information you feel is pertinent to the "sub" and that will be beneficial in handling each of your classes. The sub folder should list severely handicapped students and the classroom evacuation plan for that student. Also include rules and seating charts. You must include a "rainy day" lesson plan that anyone could handle in a teacher situation. This file needs to be completed by the end of the first week of school.

MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES

<u>Activity</u>	<u>Advisor</u>	<u>Fee</u>
Student Council	Jodi Curson & Shawn Erickson	None
M.S. Yearbook	Ashley Williams	None
Knowledge Bowl	Amber Kester	\$30.00
Speech	Laura Hanson	\$70.00

CO-CURRICULAR

- A. Wednesday is church night. No school activity should be scheduled after 6:00 p.m.
- B. Teachers who have groups in the building in the evening should turn off lights and lock doors of the rooms used. They should also check to be sure that all students have left the building.
- C. Public relations will be part of each teacher's job.
- D. Teacher is responsible for keeping informed about all school regulations.
- E. We appreciate having teachers who are willing to assume community responsibilities such as scouts, clubs, church activities, etc.
- F. Sponsors of groups conducting activities should be present when the activity is in progress.
- G. At the close of the year's work, sponsors are requested to turn in a list of the students participating in the activity.
- H. Student activities are a part of the student's education. All students are to be encouraged to take part in activities throughout the school year.

COLLECTION OF MONEY

All monies collected by a teacher should be turned over to the Middle School/District Office on a daily basis. Along with the money, turn in a list of names and the amount of money received from each student. The office will count and deposit the money on a daily basis.

MIDDLE SCHOOL ATHLETICS

The Central Middle School Athletic Program will strive to provide a quality athletic experience, based on participation for all students in good standing both academically and behaviorally. The program is part of the overall education of the student. Emphasis will be placed on sportsmanship, participation, and skill development. 5th and 6th grade students will have opportunities in intramural football, volleyball, and basketball offered through Community Education. 7th and 8th grade students will have opportunities in interscholastic football, volleyball, basketball, wrestling, cross country, baseball, softball, and track.

Fees must be turned into the office within five (5) days of practice. The Middle School Principal will handle all middle school athletics.

Sports Physicals are required for all participants in interscholastic sports, grades 7-8. The physicals are good for three years. Documentation must be in the office before student will be allowed to play the game.

INTERSCHOLASTIC SPORTS-GRADES 7-8

<u>ACTIVITY</u>	<u>MIDDLE SCHOOL COACH/ADVISOR</u>	<u>PARTICIPATION FEE</u>
Football	Joe Kley/Kyle Evenski	\$70.00
Volleyball	Jon Wroge/Mary Wroge	\$70.00
Cross Country	Shawn Erickson	\$70.00
Wrestling	Brian Clark	\$70.00
Boys' Basketball	Jon Wroge/Jacob Schrupp	\$70.00
Girls' Basketball	John Hanson/	\$70.00
Baseball	Dave Rauch/Patrick Pehrson	\$70.00
Softball	Brooke Raether/Matt Bakkum	\$70.00
Track	John Hanson	\$70.00
Dance Line	Nicole Johnson	\$70.00

PARTICIPATION IN SCHOOL ACTIVITIES

EXPECTATIONS OF COACHES, PARENTS, OFFICIALS AND PARTICIPANTS

Roles:

1. Coaches coach
2. Participants play
3. Officials officiate
4. Parents support 1, 2 and 3.

If a conflict does arise, these are the proper channels to follow to resolve the question or area of concern:

1. Player talk to coach
2. Parent talk to coach
2. Contact Kelly Vossen (952)467-7391
3. Parents are not to approach a coach with a complaint after an activity. If you want to speak with school personnel, call the next school day.

BEHAVIOR

ATTENDANCE

1. A student must be in school for the entire day to be eligible for that day's event or practice unless a student receives a one-day prior approval by the principal for a medical, dental, or legal appointment. This rule includes the lunch period.
Exception: if student notifies office on day of appointment, the student must bring back written documentation from the place of the appointment. (Example: Appointment card with time, date and signature of office personnel).
2. An unexcused absence is defined as missing 15 minutes or more of a class without a valid excuse.
3. No student athletes will be excused from school to run home and get any items needed for practice or event that same evening without permission of the principal or principal's designee.

ACADEMIC

Academic achievement and extra-curricular activity participation go hand in hand to promote the educational growth of each student. Whenever there is a question of priority, however, we at Central Middle School believe that academics should take precedence. For this reason and to encourage student achievement in both curricular and extra-curricular areas, the following academic standards and eligibility guidelines have been established:

In order to be academically eligible for extra-curricular events sponsored by the Minnesota State High School League; in addition FFA, Knowledge Bowl and the Fall Play/Musical:

1. As it relates to quarter grades: a student must have no failing grades in any class at the end of each quarter grading period in order to be eligible to participate. Following confirmation of an academic violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in the next grading period, for which the student is a participant, whichever is greater. Students with Individual Education Plans (IEP's) who are meeting goals and objectives of their program will be eligible to participate in any and all activities.
Exceptions; a. Due to shortened length of Football, Knowledge Bowl, Speech, and FFA

- seasons and the number of games/events, the academic violation consequence will be one week or one event whichever is greater.
- b. Wrestling triangular or tournament will serve as 2 events.
- 2. As it relates to mid-term grades: a student must maintain passing grades (D- or above) in all his/her courses.
 - a. After mid-quarter time, a student must have no failing grades in any class.
 - b. If the grades are not raised to a passing level, within one school week, students will lose eligibility in all events until grade is raised to a passing level.
- 3. Students must participate and be in good standings the entire season to fulfill academic and MSHSL violations.
- 4. Any student that has an academic or MSHSL violation is not eligible to leave early with their team.

MSHSL RULES

- 1. All MSHSL rules are the minimum standards of behavior to be abided by CMS students.
- 2. Additions to the MSHSL rules have been adopted by the I.S.D. #108 Board of Education as follows:

GUILT BY ASSOCIATION

Guilt by association means a student remains in the presence of another middle school student who is using, consuming or has possession of a beverage containing alcohol or who is using, consuming, has possession of, is buying, selling or giving away a controlled substance. The Guilt By Association Policy is in effect for all students in the Middle School during the entire calendar year.

GUILT BY ASSOCIATION POLICY

- a. After confirmation of the first violation the student and parent will be contacted and receive a letter documenting the incident (warning clause).
- b. After confirmation of the second violation and no violation under the MSHSL Policy, the penalty is step one under MSHSL penalties.

ATHLETIC ELIGIBILITY AND CHEMICAL USE

The following local rules have priority over MSHSL rules that cover the same area. When local rules do not exist to cover an area, the MSHSL rules apply. The consequences for rules are those of the MSHSL, except where specifically noted.

BYLAW 205.00 CHEMICAL ELIGIBILITY Cross Reference: Bylaw 304.2 ("Denial Penalty")

- 1) At any time during the calendar year, a student shall not, regardless of the quantity:
 - a) use or consume, have in possession a beverage containing alcohol;
 - b) use or consume, have in possession tobacco; or,
 - c) use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
 - d) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.

"Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
 - e) use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.
- 2) If a student/athlete finds themselves in a setting where alcohol or other controlled substances are being used he/she is expected to leave the setting in a safe and timely manner.

The following circumstances are specific exceptions to the above rules:

- a) attendance at a home gathering with parents/guardians present where alcohol is being used but the student is not using or possessing.
- b) attendance at a celebration (wedding dance, graduation, etc.) where alcohol is being used but the student is not using or possessing.
- c) attendance at an eating or recreational establishment where alcohol is served, but the student or any other minors in attendance are not using or possessing (except as a part of lawful employment)

- d) attendance at a county fair, city, county, or state celebration in which alcohol is being served, but the student is not using or possessing.
- e) public and private dances other than those that are in conjunction with b and d above are not exceptions to the rule at any time during the calendar year unless parents/guardians are present and the student is not using or possessing.

3) These rules are in effect the entire calendar year. There is no summer time off.

4) Consequences

- a) **1st offense** (if in attendance but not using) warning with parental notification
- 1st offense** (if possessing or using or 2nd offense if in attendance) 2 weeks or 2 events, whichever is greater.
- b) **2nd offense** 3 weeks or 6 events, whichever is greater
- c) **3rd and any subsequent offenses**, 4 weeks or 12 events, whichever is greater and referral for assessment for possible chemical abuse or misuse.
- d) **After the 3rd and subsequent offenses**, the student must complete a drug/alcohol treatment program before becoming eligible to participate in any school activities.

HOMECOMING ELIGIBILITY POLICY

Any student who receives a MSHSL violation during their 8th grade year, will not be eligible to serve as a member of the Homecoming Royalty during their freshman and sophomore years, but would be eligible to participate during their junior and senior years.

CHEMICAL USE POLICY

The School Board of Independent School District No. 108 believes that the health and well being of students and staff is a major factor in the pursuit of the school district mission. A healthy mind and body is a prerequisite to learning. The school board is, therefore, committed to providing a school environment that is free from the effects of chemical use and abuse by students and employees. The following policies are, therefore, adopted:

STUDENT POLICY:

Possession or use of tobacco (in any form), alcohol, and all non-prescribed drugs by a student during the school year is prohibited. Violation of this policy shall result in reporting offense to law enforcement. A \$25.00 fine will be imposed by the Carver County Sheriff's Department.

ALCOHOL POSSESSION OR USE:

First Offense: Three day out-of-school suspension, parent conference, Interview with counselor required, and law enforcement notification.

Second Offense: Five day out-of-school suspension. Chemical dependency evaluation through an outside agency or treatment prior to re-admission to school, and law enforcement notification.

Third Offense: Expulsion

Minnesota State High School League penalties shall be imposed in addition to those of this policy for those students so affected.

NON-PRESCRIBED DRUG USE OR POSSESSION:

First Offense: 5-10 days suspension out of school and parent conference interview with counselor and law enforcement notified.

Second Offense: Expulsion

SEE DISTRICT POLICY FOR COMPLETE DETAILS

EMPLOYEE POLICY:

No employee shall engage in chemical use conduct which reflects negatively on the school district or which poses a risk to students, other employees, or self, while carrying out responsibilities as an employee of the district. Such conduct shall include but is not limited to drinking while on duty or working while under the influence of alcohol or other drugs. Furthermore, no employee shall

unlawfully manufacture, distribute, dispense, possess or use on or in the work place, alcohol, non-prescribed narcotic drugs or any other controlled substance.

Disciplinary action taken against an employee who violates the terms of this policy may include reprimand, suspension, and termination. Employees may also be required for chemical assessment and appropriate treatment. Failure to satisfactorily participate in a prescribed treatment program may result in suspension or termination.

CURRICULUM POLICY:

A district wide age appropriate chemical awareness curriculum shall be a part of the required District 108 educational program. Furthermore, the school district will offer opportunities for parents to gain knowledge about chemical issues and family development.

STAFF DEVELOPMENT POLICY:

All employees shall be provided training to (a) sensitize them about alcohol and drugs in our society, (b) facilitate recognition of indicators of abuse of these substances and (c) sensitize them to possible relationships between drugs and alcohol and other problems that may put learners at risk in the learning process.

REPORTING CHEMICAL USE:

Every employee is responsible to identify indicators of use of alcohol or drugs by students or school employees, and to report such situations to the appropriate individual in the school district.

NOTIFICATION:

Every student and employee will be given a copy of this policy at the beginning of each school year.

WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

III. DEFINITION

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other
propellants; stunguns; ammunition; poisons; chains; arrows; and
objects that have
been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

IV. CONSEQUENCES FOR A WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district and the school takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

V. POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS

While the school district and the school takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

VI. ADMINISTRATIVE DISCRETION

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent, may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Legal References: Minn. Stat. 127.26-127.39 (Pupil Fair Dismissal Act)
Minn. Stat. 127.282 (expulsion for possession of firearm)
Minn. Stat. 127.48 (referral to police)
18 U.S.C. 921 (definition of firearm)

Cross References: MSBA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 6, District Education Program (A-11:
Student Suspension, Exclusion and Expulsion)

HARASSMENT AND VIOLENCE POLICY

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district).
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. 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 or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
- 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 pupil(s) by teachers, administrators or other school 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 gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race 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 otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion 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.

D. 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.

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of affection or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition. 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.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged act immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building - The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In the District - The school board hereby designates Brian Corlett as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- A. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately 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 other who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. 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 requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. 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 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 receipt of a report, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, 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 or harassment.

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, initiating civil action or seek redress under state criminal statutes and/or federal law.

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 pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The school district will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. 127.46 (Sexual, Religious and Racial Harassment & Violence Policy)

Minn. Stat. Ch. 363 (Minnesota Human Rights Act)

Minn. Stat. 626.556 et seq. (Reporting of Maltreatment of Minors)

Cross References:

MSBA Model Policy 102 (Equal Educational Opportunity)

MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA Model Policy 406 (Public and Private Personnel Data)

MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

XI. HARASSMENT AND VIOLENCE CONSEQUENCES

Norwood Young America School District #108 will impose the following consequences for violations of the Harassment and Violence Policy. These consequences may include, but are not limited to the following:

First Offense:

- A. Verbal and/or written warning with parent notification
- B. Student/Parent/Administration Conference
- C. 1-3 day out of school suspension

Second Offense:

- A. Student/Parent/Administration Conference
- B. 2-5 day out of school suspension
- C. Counseling with school personnel or outside resources
- D. ***Will be reported to Sheriff's Department or Social Services***
- E. ***Harassment education through School Support Services Dept.***

Third Offense:

- A. Student/Parent/Administration Conference
- B. 5-10 day out of school suspension
- C. ***Counseling by School Support Services Personnel***

Fourth Offense:

- A. Recommendation for Expulsion

Busing Policy

Bus Rules are as follows:

1. The driver is in full charge of the bus and pupils.
2. No inappropriate language will be allowed on the bus at any time.
3. Students are to remain seated while the bus is in motion.
4. All objects are to remain in the bus at all times.

5. Students may not leave the bus without prior approval and the bus driver's knowledge except at their assigned bus stop or at school.
6. Prior approval should be gotten from the bus driver if your child is bringing friends home on the bus (5 or more).
7. No eating or drinking on the bus.

Students in all grades of the Central Public Schools are expected to obey and follow the rules listed above. Violations of these rules that are reported in written form (to the principal) will be dealt with as follows:

1st offense The first note is only a warning that the bus violation has taken place. This note must be signed and returned to the bus driver the following morning in order for the student to ride the bus.

2nd offense The second note will bring disciplinary action resulting in a 3 day suspension of bus riding privileges. Parents must contact the student's Principal, to see if a solution to the problem can be reached. If no contact is made, the student will not be allowed to ride the bus.

3rd offense The third note will result in a 7-14 day suspension from riding the bus. The parents or guardian must meet with the student's Principal if the student is to be allowed to ride the bus after the suspension period. Then, only if proper corrective measures have been worked out, will the student be allowed to ride the bus again.

4th offense The fourth note will result in suspension of riding privileges for the remainder of the year or 90 school days, whichever is greater. The 90 days can carry into the next school year.

BULLYING/CYBERBULLYING

For purposes of this policy, the definitions included in this section are derived from Minnesota State Statute. For a complete copy of this policy, contact the district office.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device, that causes a substantial disruption to the educational environment at Central Public Schools.

CMS Social Network Sites Discipline Policy

ISD 108: CMS Students and Social Networking Sites:

As a student at CMS, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. If your behavior on social networking sites causes a substantial disruption to the educational environment at CMS, you can be disciplined, suspended or expelled from school.

Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered "Social Networking" platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important the CMS students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any on-line social network sites and/or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, your Student Handbook. As a CMS student, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

Guidelines for Students:

Your guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment. As a student at CMS you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.
2. Be aware that community members, family and potential current and future employers and college admission offices often access information you place on on-line social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.
4. Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
5. Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
6. Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc....is liable (civil and criminal) for your actions as a minor as well.

Things students should avoid:

1. Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers, or coaches, student-athletes, administrators or representatives of other schools.
2. Demeaning statements about or threats to any third party- (Including support of demeaning statements and threats.) Don't respond to these.
3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of unreported felonies, crimes, thefts, or damage to property or unethical behavior.
6. Indicating knowledge of unreported school or team violation – regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.

Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

Adopted: April 26, 2004

Revised: August 25, 2014

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a

7/21/2022

student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- 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 in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or 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.

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 the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~ their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct 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 conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. 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 students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team 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 bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any

person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. 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 prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district ~~staff~~ personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or 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.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
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 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
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 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

SELECTION OF LIBRARY BOOKS AND MATERIALS

The following guidelines are established for the orderly selection of Library Books and Materials.

1. Books and other library materials shall be recommended for purchase by the professional library personnel employed by the school district.
2. Teachers, administrators, and other staff members may recommend to the professional librarian purchases of library books and materials based on their curricular objectives.
3. The professional librarians shall whenever possible refer to book reviews or other reference material prior to ordering books and materials for the library.

The following procedure is established for processing and responding to challenges of library books and materials:

1. The person requesting removal or reconsideration of a book or other material shall complete the appropriate form and return it to the principal of the school involved.
Forms can be picked up in the principal's office.
2. The Principal shall refer the objection to the Committee for Revaluation of Materials which shall be comprised of staff, administration, and school board.

3. The Superintendent of Schools shall serve as the Chair of the committee and is responsible for setting meetings and making appropriate reports.
4. The Committee for Reevaluating of Materials shall meet within 20 days of receiving the objection, render a decision within 30 days, and make a written report to the school board and to the objector.
5. The objecting party has the right to grieve the decision of the committee to the School Board.
6. A complete copy of this policy can be obtained in the school district office.

POLICY ON FUND RAISING

1. All fund raising activities should be coordinated through the Building Principals.
2. A schedule of fund raising activities, sales, campaigns, etc., should be decided on in the beginning of each school year so that there is not more than one outside school fund raiser in a month.
3. Duplication should be avoided and fund raisers should be spaced out throughout the school year so as not to all fall within the months of November and December.
4. Students fundraise for the group or club they are in and not for their own individual, separate accounts.
5. The advisor is ultimately responsible for the fundraising activity and the collection and accounting of monies. These monies should be turned into the Business Office on a daily basis. Students must receive a receipt for money turned in. This receipt will be recorded in a receipt book so a copy of the receipt given to the student is maintained.
6. Following completion of the fundraiser, a complete summary of revenues, expenses, and profits must be given to the building principal.
7. All Fundraising requests are to be given to the Principal at least two weeks before the September school board meeting.
8. Fundraising requests must be approved by the School Board prior to taking place.

STUDENTS PERSONAL PROPERTY AT SCHOOL

Students are discouraged from bringing valuable or excessive personal property from home. These items may be disruptive both on the bus and in the building and there is no provision to insure the safety of them.

It is the policy of this school district that students shall be responsible for their own personal property. Neither the school district nor its employees shall be responsible to insure the security of students personal property.

POLICY REGARDING CLASSROOM MOVIES

(Movies as used in this policy shall mean full length commercial movies or made for T.V. movies, but shall not include educational films whose primary function is to inform.)

Teachers utilize movies in their classrooms to support and supplement their instruction. To insure that these movies are not offensive, the staff submits a list to the building principal for approval. The movies are evaluated based on their ratings, age appropriateness, and teacher recommendation. No "R" rated films shall be approved. After approval, the Principal will publish the approved list. This list will be updated at the beginning of the second semester.

1. A parent or student may request that the student be excused from viewing any movie. The students grade will not be affected in any way and the teacher shall assure that the student will not be embarrassed or discriminated against because they choose not to view the film.
2. In the event a movie is not included on the list and subsequently the teacher wishes to show it, the movie must be discussed and previewed as necessary with the Principal. The teacher will send notification to parents prior to the movie being shown.

FORMS

THE FOLLOWING FORMS CAN BE PICKED UP IN THE MIDDLE SCHOOL WORKROOM

Substitute Form (Pink)

Substitute Request Form (White)

Donation of Sick Leave (green)

7/21/2022

Extra Cur. Pur. Author. (Green)	Claim & Verification Form (White)	Personal Leave (goldenrod)
Clock Hour Approval App. Form	Staff Development (Pink)	Request for Course Approval
Transportation Request	Request for Salary Schedule Lane Change	Application for Renewal of MN Ed. Lic.
Fine Report (Pink)	Fund Raiser Request Form	
Request for Coaching Day (Blue)		

POLICY REGARDING MIDYEAR LEAVES OF ABSENCE WITHOUT PAY **(WINTER VACATION)**

November 19, 1992

The Board of Education is aware that from time to time employees may have the opportunity and wish to take a midyear leave of absence, i.e. winter vacation. While the Board's first consideration is the ongoing educational progress in the classroom it is also cognizant that with proper preparation such leaves can be beneficial to an employee thereby enhancing productivity. Therefore the following guidelines are established relative to midyear leaves of absence:

1. Staff members may take up to 3 days of unpaid leave of absence during the school year. This leave may be taken in conjunction with an employees personal days.
2. Only one person per building from an employee group may be on leave at the same time. Example: Only one teacher from a building can be on leave at any one time but a secretary or an aide from that building can also be gone at the same time.
3. Teaching staff may not take an unpaid leave during the time parent conferences are held.
4. Request for unpaid leave will be considered on a first come-first served basis but must be received at least 10 days in advance of the commencement of the leave.
4. A qualified substitute must be available before a request will be approved. Teaching staff must prepare detailed lesson plans for the substitute.

PLEDGE OF ALLEGIANCE POLICY

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- a. By each individual classroom teacher or the teacher's surrogate; or
- b. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTIONS

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

HAZING PROHIBITION POLICY

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in any act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- D. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, 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 deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

[NOTE: Proper reference should be made to the appropriate handbooks in each school district.]

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

Legal References: Minn. Stat. & 127.465 (Hazing Policy)
Minn. Stat. & 127.26 to 127.39 (Pupil Fair Dismissal Act)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

TORNADO PROTECTION PLAN

TORNADO WATCH

Weather conditions favor the development of a tornado in this area. No tornado has been sighted yet, but emergency plans should be reviewed. Staff and students must be ready to take emergency action on a moments notice.

TORNADO WARNING

A tornado has been sighted in your area. Implement emergency plans immediately.

ADMINISTRATION

Things to do during a TORNADO WATCH:

- | | | |
|----------------|---|---|
| M.S. Principal | - | 1. Alert staff and students. |
| Dist. Office | | 2. Radio - WCCO FM 102.9 WCCO AM 830 |
| Dist. Office | - | 3. Buses will run on Superintendent's order |

Things to do during a TORNADO WARNING:

- | | | |
|----------------|---|--|
| H.S. Principal | | 1. Announce on the public address system to go to alternative areas. |
| Dist. Office | - | 2. Notify authorities a funnel is approaching Central Schools. |
| Counselor | - | 3. School buses are not to leave grounds. |

After a TORNADO:

- | | | |
|----------------|---|---|
| Counselor | - | 1. Make sure school nurse is at front of the building. |
| M.S. Secretary | | 2. Get accurate attendance count from teachers. Establish a check-off list to send students home. |
| M.S. Principal | | 3. Evacuate the building & get list of injured. |
| Head Custodian | | 4. Check building structure. |
| | - | 5. Make sure all students are out of the building. Make sure that all utilities are turned off. |

IMPORTANT PHONE NUMBERS

- | | |
|-----------------------------------|------------------|
| POLICE | 9-911 |
| GAS COMPANY (Center Point Energy) | 9-1-800-296-9815 |
| ELECTRICAL CO (XCEL) | 9-1-800-895-1999 |

WHAT TO DO DURING A TORNADO WATCH

Weather conditions favor the development of a tornado in your area. No tornado has been sighted yet. Review emergency procedures with your students.

1. Take "extra careful" attendance so that you will know who is present. Careful attendance records are necessary so that you can account for children after a tornado has struck.
2. Be especially careful about allowing children to separate themselves from the group.
3. Review emergency and drill procedures and warnings with your students. (Make sure they know where to go and how to behave.)
4. Make sure students understand the command, "Assume the Protective Position". They are to crouch on knees and elbows, with their hands protecting their neck and heads.

WHAT TO DO DURING A TORNADO WARNING

A tornado has been sighted in your area. Implement emergency plans immediately.

1. If there is time, open windows on the north and east sides of the buildings.
2. Help students to get to designated shelter areas.
3. Have them "Assume the Protective Position" covering themselves with a coat or jacket if available.
4. If there is no time to move students, have them assume the protective position under their desks.
5. If there is no time to move students from a playing field or open area, have them assume the protective position in the nearest depression, covering themselves with coats or jacket if possible.
6. Take attendance and list all students not present.
7. Do not leave the shelter until the "All Clear Bell" or announcement has been made over the P.A. system.

WHAT TO DO AFTER A TORNADO HAS STRUCK

1. Remain calm, and calm your students.
2. Give first aid where appropriate.
3. Account for all students; report any missing students to the principal.
4. Assist in evacuation when appropriate, but be alert for falling debris, downed power lines, and other dangers.
5. Do not leave shelter (unless emergency conditions require it) until the "All Clear Bell" is sounded. Tornado funnels behave erratically. They can touch down, lift, and touch down again. Also, more than one funnel may be associated with a storm.
6. The gathering point for all students and staff is the parking lot in front of the school.

DESIGNATED SHELTER AREAS – Updated 4-23-14

Upper Level - A240 - A243 :	Lower Classrooms A121 and A122
Upper Level - A200 - A204 :	Lower Level Hallway By Old Boys' Locker Room
Upper Level - HS Office :	Lower Level Hallway By Old Boys' Locker Room
Lower Level Shops - A144 - A143 :	Lower Center Classrooms A122 & A123
Lower Level – A120 – A123 :	Stay in Classroom
Lower Level - A100 - A102 :	Lower Level Hallway By Old Boys' Locker Room
Lower Level - A103 :	A140
Lower Level A104 :	A141
Auditorium :	Old Boys' Locker Room
District Administrative Office:	Old Girls' Locker Room
Commons Area :	Old Girls' Locker Room
Support Service Area :	Old Girls' Locker Room
Music/Band Area:	Old Girls' Locker Room
Art Room (High School Classes) :	Weight Room
Media Center :	Weight Room
Physical Education Classes :	Wrestling Room
6th Grade :	Wrestling Room
7th Grade :	New Girls' Locker Room
8th Grade :	New Boys' Locker Room

Teachers are responsible for taking attendance and reporting to the Principal students unaccounted for or injuries incurred.

UNSAFE AREAS

Commons – Library – Auditorium – Gymnasium

MARGINAL SAFE AREAS – Hallways

FIRE DRILL INSTRUCTIONS

MIDDLE SCHOOL WING

Room C120 (Art Room) - Students will walk out the double doors on the south

Room C101 (Science Room) - Students will walk out along the south side of the hallway and out the south door by the Principal's Office.

Principal's Office and Special Education - All students and personnel will file out the south doors.

Room C121 - Students will walk out along the north wall of the hallway and out the south doors by the Principal's Office.

Room C131 - Students will walk out along the north wall and exit out the north door by the M.S. Parking lot.

Rooms C122, C123, and C124 - Students will walk out along the north wall and out the east exit at the end of the corridor and onto the asphalt pavement.

Rooms C106, C107 and C108 - Students will walk out along the south wall and out the east exit at the end of the corridor and onto the asphalt pavement.

Media Center & Room B236 - Students will exit out the south door in the Media Center.

Room C130 (Ind. Tech.) - Students will exit out the north door.

COMMONS SECTION

New Gym - Students will exit through the two exit doors on the north side of the gym.

Commons & Home Ec - Students will exit through the northeast doors and down the northeast ramp by the kitchen.

Music Dept. - Students will exit out the south door by the Music Dept. walking along the left side of the hallway.

B230 - Students will exit out the south door in the classroom.

Auditorium - Students will exit out the south doors walking along the right side of the hallway.

New Locker Rooms - Students will exit out the east exit at the end of the tunnel with the boys walking on the right side and the girls on the left.

SENIOR HIGH WING

7/21/2022

Upper Level (Rooms A201-A243, Offices, Old Gym)

Rooms A223, A224 and High School Office will walk on the right side of the hallway out the front doors (south).

Rooms A240-A243 will walk on the left side of the hallway and out the front doors (south).

Rooms A201-A204 and Community Ed Office will walk on the right side of the hallway out the front doors (south).

District Administrative Office will walk on the left side of the hallway out the front doors (south).

Support Service Office - Personnel will walk out the main door into the hall and out the lobby doors on the north.

Old Gym - Students will use the exit doors on the north side of the gym. **Boys in the locker room** will walk out the W. door. **Girls in the locker room** will walk up the stairs to the old gym and out the lobby and the ramp N.).

Room 216-219 - Students will exit out the old gym balcony and out the exit door.

Lower Level (Ind. Arts, Ag. Shop, and Rooms A120-A141 and Rooms A100-A104)

Ind. Arts and Ag. Shop students will walk out their exit doors or their large doors on the north side.

Rooms A140 and A141 will walk on the right side of the hall out the west door.

Rooms A120, A121, A122 and A123 will walk on the left side of the hallway and out the west door.

Rooms A100-A104 will walk on the left side of the hallway and out the west door.

STUDENTS WILL OBSERVE THESE RULES

1. There will be absolutely no talking or running, move in single file.
2. The first student to reach the outside doors will hold the doors open for the entire student body.
3. Students will proceed away from the building about 30 feet.
4. Outside bell will signal the return of all students to the building in the same manner in which they left.

TEACHERS

1. Teachers will follow the last student out of the building as per above rules.
2. In case above procedure cannot be followed, the teacher in the area will direct students to a different area exit.
3. Teachers should take class record book with for class attendance purposes.

PROCEDURES FOR HANDLING ILL AND INJURED STUDENTS

1. School Nurse will hold regular office hours in the Middle and High School buildings.
2. Principal's secretary will have current training in administration of first aid to children.
3. When the school nurse is in the building, send ill/injured students to the M.S. office and secretary will contact school nurse of child's needs.
4. When the school nurse is out of the building, send ill/injured student to principal's secretary who will:
 - a. Assess seriousness of illness/injury
 - b. Consult with school nurse, if necessary
 - c. Provide necessary first aid
 - d. Call parent or ambulance to transport for medical care, if needed.
 - e. In the case of illness, call parent or emergency alternate to transport home.
5. Students who are too ill to stay in class will have parents contacted and arrangements made to have the student transported home.
6. Student accident forms will be completed by the supervising teacher and person administering first aid, within 24 hours, and returned to the health office.
7. A log of student contacts with regard to illness or injury will be maintained by the school nurse to facilitate communication and follow-up of medical problems.
8. Students will not be allowed to attend school without proper immunization and documentation.

FEES

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

1. A project in art, home economics, industrial arts or some other course that is in excess of the material requirements of the minimum course outlines, provided that the student elects to do such a project with the approval of the instructor. The student may elect to take such projects home, and cost of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with approval of the instructor.
2. Cost of school equipment or materials destroyed or broken or unduly damaged through carelessness or failure to follow instruction, in the amount necessary to restore the item involved to service.
3. Costs of field trips which are made available from time to time but are not required as a part of a course should the students elect to participate in the field trip.
4. Cost of the school yearbook, should the student elect to order it.
5. Admission fees for concerts, plays, athletic events and other programs or activities which the student may attend at his option.
6. Money payments: All payments or fees should be through the Middle School Office. A student should receive a receipt for all payments.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes and other items of personal equipment. Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means. These procedures are in accordance with and governed by the MINNESOTA PUBLIC SCHOOL FEE LAW, MSA 120.71-120.76.

TEXTBOOK CARE AND INSPECTION

At the beginning of the school year, each teacher should record student textbook numbers. A textbook inspection day will be announced toward the end of the school year. Each student must bring to your class on that day textbooks that have been issued to him/her in your class.

During each class on that day, will you please check each book. The first thing to look for is to see that the number of the textbook issued to the student corresponds to the number of the text issued according to your records. If a student has a book with some other number than your record shows, he/she obviously has acquired that book from some other student. Check each book further to see if it has been damaged in any of the following ways:

1. Writing in the books
2. Torn pages
3. Missing pages
4. Broken covers, etc.

If you find that a student has damaged his/her textbook in one or more of the above ways, he/she must make restitution in some way or another. If the damage can be corrected by the student, that form of restitution is most desirable. If, however, the damage cannot be corrected or if the student refuses to correct the damage, the fines may be imposed in accordance with the following schedule.

Mutilated or lost books - Cost of book depreciated. Value of books are calculated in this manner:

- | | |
|--------------------------|--|
| First year: 100% of cost | Third Year: 50% of cost |
| Second Year: 75% of cost | As long as book is usable: 50% of cost |

The procedure is as follows:

1. List all fines on the "Fine Report"; sheets provided by the office.
2. Art, phy.ed., etc....are to record any material fines on a fine report;
3. Turn in list to office. Office will notify students and they will not receive report card until the fine is paid.
4. Each teacher must turn in a fine report. If you have no fines - write "no fines" across the page.

END OF YEAR GRADES

Teachers are required to submit cumulative grades for their students at the end of the year via Infinite Campus grading program.

DISTRICT EMPLOYMENT ACTIVITIES

Applies to all aspects of the District's employment programs, including but not limited to recruitment, advertising, process of application of employment, promotion, granting of tenure, termination, layoffs, wages, job assignments, leaves of absence of all types, fringe benefits, training programs, employer-sponsored programs, including social or recreational programs and any other term, condition or privilege of employment. Specifically, the following personnel employment practices are prohibited:

- a. **Recruitment.** Recruitment of employees from entities which furnish as applicants only or predominately members of one sex, if such action has the effect of discriminating on the basis of sex;
- b. **Compensation.** Establishment of rates of pay on the basis of sex;
- c. **Job Classification.** Classification of jobs as being for males or females;
- d. **Fringe Benefits.** Provision of fringe benefits on basis of sex; all fringe benefit plans must treat males and females equally;
- e. **Marital and Parental Status.** Any action based on marital or parental status; pregnancies are considered temporary disabilities for all job related purposes and shall be accorded the same treatment by the District as all other temporary disabilities.
- f. **Employment Advertising.** Any expression of preference, limitation, or specification based on sex, unless sex is a BONA FIDE occupational qualification for the particular job in question.
- g. **Physical or Verbal Harassment.** The District and its employees will maintain a working atmosphere free of discriminating insult, insinuation or intimidation and all forms of employee sexual harassment, verbal or physical.

UNCONSCIOUS VICTIM (CODE BLUE – CPR) PROCEDURE

When a person becomes unconscious at school, notify the building office immediately. The office personnel will announce overhead, “**Code Blue, Mr./Mrs. _____, Room # _____**”. The office will then call **9-911**; notify the school nurse plus other emergency response team personnel of the location of the unconscious victim. The secretary will announce over the intercom that all emergency staff having prep periods including custodians and support services staff should report to their building office for instructions. Anyone on the scene who is trained in CPR should assess the situation and begin CPR, if necessary.

The school nurse or emergency response team member will respond to the scene with the AED/emergency kit. (Located in either the High School Office, Middle School Office, High School Nurse’s Office, Elementary Nurse’s Office, ECFE Building or Kurious Kids/ECSE Building)

The office personnel will:

1. Tell the person who reported the incident to remain in the office
2. Announce “Code Blue, Mr./Mrs. _____ Room # _____” on the intercom if there is an intercom in the school building. At this point, the emergency response team will respond to the scene.
3. **Call 9- 911**
 - a. State that there is an unconscious victim.
 - b. Give the school name and address.
 - c. Tell them which door to enter. If possible refer to map with door location and it’s number
 - d. Give additional details about the incident.
4. Call school nurse.
5. Announce over intercom, “All emergency staff having prep periods including custodians and support services staff report to the _____ office for instructions.” Appoint staff to the emergency response team members’ classrooms to be responsible for those students.
6. Where there are intercom systems, keep the intercom tuned to the room to listen for further needs/instructions. Before paramedics arrive, if directed to do so, call 9- 911 a second time to give more information (child/adult, responding?, male/female, fall, etc.)
7. Assign someone to meet:
 - a. The First Responders and escort them to the victim.
 - b. Any additional Emergency personnel and escort them to the victim.
8. Copy emergency information sheet for student/staff victim to give to paramedics.
9. Call student’s parent/contact person. Inform them of the emergency regarding their student & whatever other information is available regarding the student’s condition. Ask how quickly they can arrive at school or hospital if being transported. Ask if they have a cell phone to keep communicating with them.
10. Notify District Office of the emergency.
The Emergency Response Team with the School Nurse will:
 1. Respond to the scene of the victim.
 2. Assess area for danger.
 3. Ask witnesses to describe what happened.
 4. Consider the possibility of neck injury.

5. Assess the need for CPR and initiate this intervention, if needed. CPR should be continued until the victim responds or until the paramedics arrive and direct you to stop.
6. Code Blue Team members that are not providing the CPR may help by:
 - a. Assisting in counting and talking the other person through the CPR procedure.
 - b. Getting a towel to wipe away any vomit.
 - c. Moving furniture away from the victim.
 - d. Getting the staff/student emergency sheet for the paramedics from the office.
 - e. Assisting with escorting police and paramedics to the victim.
 - f. Directing students away from the area. A whistle is located in the emergency kit.
 - g. If there is a phone in the room – calling 9-911 a second time before arrival to give them more information.
If there is no phone – communicating with office personnel by use of the intercom.
 - h. Documenting what is occurring and who is present.
7. A designated staff person must accompany the student/victim until the responsible emergency contact person arrives.
8. Complete accident report and file with the school nurse and the building principal (accident reports are located in the nurse's office).
9. If possible that day, the Emergency Response Team should meet with the principal and school nurse to evaluate the incident and the interventions that occurred.
10. Classroom backups will be assigned by the office and will consist of faculty having a prep period during this time.
11. Principals: will review the Code Blue guidelines with staff at the beginning of each school year. A copy of the procedure is in the faculty handbook.
12. The Emergency Response Team should hold a pre-announced drill each year.

CMS VOICEMAIL AND EMAIL ADDRESSES

Administration:

Mr. Larson (Principal)	467-7201	rlarson@isd108.org
Ms. Nelson (M.S. Secretary)	467-7202	anelson@isd108.org
Mr. Kley (Dean of Students)	467-7201	jkley@isd108.org

6th grade staff:

Mrs. Curson (Math, Reading)	467-7227	jcurson@isd108.org
Mr. Wroge (Science, Reading)	467-7216	jwroge@isd108.org
Mrs. Kroells (Social, Reading)	467-7217	lkroells@isd108.org
Mrs. Wroge (Reading Coordinator)	467-7206	mwroge@isd108.org

7th grade staff:

Mr. Erickson (Science 7 & 8)	467-7208	serickson@isd108.org
Mrs. Fuhrman (Math 7 & 8)	467-7210	mfuhrman@isd108.org
Ms. Korthals (English 7 & Lang. Arts. 8)	467-7211	lkorthals@isd108.org
Mr. Halbach (Social 7 & 8)	467-7212	chalbach@isd108.org

8th grade staff:

Mr. Erickson (Science 7 & 8)	467-7208	serickson@isd108.org
Mrs. Fuhrman (Math 7 & Algebra 8)	467-7210	mfuhrman@isd108.org
Mrs. Korthals (English 7, LA 7 & Lang. Arts. 8)	467-7211	lkorthals@isd108.org
Mr. Halbach (Social 7 & 8)	467-7212	chalbach@isd108.org
Mr. Degler (Algebra)	467-7146	wdegler@isd108.org
Mrs. Wroge (English 8)	467-7206	mwroge@isd108.org
Mrs. Hammers (Social 8)	467-7127	shammers@isd108.org

M.S. Specialists:

Mr. Bollum (Phy Ed 6)	467-7164	jbollum@isd108.org
Mr. Oak (Phy Ed 7&8/Health 7)	467-7214	koak@isd108.org
Mr. Mesik (Ind. Tech 7)	467-7145	jmesik@isd108.org
Ms. Schurmann (Ind. Tech. 8)	467-7144	sschurmann@isd108.org
Mrs. Kester (Community Issues 7)	467-7125	akester@isd108.org
Ms. Williams (Art 6, 7 & 8)	467-7142	awilliams@isd108.org
Mrs. Korthals (LA Media – 7)	467-7211	lkorthals@isd108.org
Mr. Hallquist (Comp. Apps. 6 & 8)	467-7166	phallquist@isd108.org
Ms. Panning (STEM 8)	467-7129	lpanning@isd108.org
Ms. Leonard (6, 7, & 8 Choir)	467-7209	jleonard@isd108.org
Mr. Halpaus (6, 7, & 8 Band & Lessons)	467-7143	ahalpaus@isd108.org

Mrs. Shanahan (ESL)	467-7131	mshanahan@isd108.org
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Special Education:

Ms. Ische	467-7222	mische@isd108.org
Mrs. Sawyer	467-7220	ksawyer@isd108.org
Ms. Gort	467-7136	tgort@isd108.org

Support Services

Mrs. Bixby (School Nurse)	467-7110	mbixby@isd108.org
Ms. Gales (School LPN)	467-7306	lgales@isd108.org
Mr. Tousley (School Counselor)	467-7108	ptousley@isd108.org
(Social Counselor)	467-7111	
Ms. Hjelseth (Psychologist)	467-7003	lhjelseth@isd108.org
Attendance Line	467-7204	(Call before 9:00 in the morning)
Mrs. Thor	467-7111	kthor@isd108.org

Student Parent Handbook



Central Middle School
2022-2023



Dear Parents and Guardians,

I want to take this opportunity to welcome you to Central Schools for the 2022-23 school year. My name is Rich Larson and I am thrilled to join this wonderful district as the principal of the middle school and high school. My hope for your student is that they would find a place to belong at school—a place where they are able to grow socially, emotionally and academically. The Central Public Schools staff and I look forward to a strong partnership between school and home in order to provide support for our students. To that end, we are pleased to share our Student Handbook with you. In the interest of transparency, we have included our school policies, procedures and expectations for families to review. I invite you to read through this handbook with your student and reach out to me with questions or concerns you may have. I wish you and your family the very best as you begin the 2022-23 school year! I look forward to seeing you soon.

Sincerely,

Rich Larson
Principal
Central Secondary Schools
rlarson@isd108.org
952-467-7101

Contents

INTRODUCTION	7
DISTRICT 108 MISSION & VISION STATEMENT.....	7
2022 - 2023 SCHOOL CALENDAR.....	9
MIDDLE SCHOOL STAFF.....	10
DISTRICT 108 STAFF	11
CENTRAL PUBLIC SCHOOLS #108	11
BOARD OF DIRECTORS	11
2022 - 2023.....	11
GENERAL INFORMATION.....	12
DAILY SCHEDULE	12
SCHOOL PHONE NUMBERS:	12
BACKGROUND CHECKS	12
TELEPHONE MESSAGES 467-7200- Middle School direct call number	12
ATTENDANCE POLICY.....	12
NOTIFICATION OF ABSENCE.....	13
CLASSIFICATION OF ABSENCE.....	13
SCHOOL ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES	13
TARDINESS.....	14
LEAVING SCHOOL DURING THE DAY	14
STUDENT PLANNERS	14
PASSES.....	14
STUDY HALLS.....	14
FOOD AND BEVERAGES IN SCHOOL	15
LUNCH POLICY.....	15
SCHOOL CLOSING	15
SCHOOL EXTRACURRICULAR ACTIVITIES FEES.....	15
HALLS.....	15
BUILDING USE GUIDELINES.....	16
CHURCH NIGHT:	16
STUDENT DRESS CODE	16
MONEY, VALUABLES, AND LOCKERS.....	17
STUDENTS PERSONAL PROPERTY AT SCHOOL.....	17

VANDALISM	17
PARENT ACCESS TO STUDENT GRADES.....	17
GRADING, REPORT CARDS, AND CONFERENCES	17
PROMOTION AND RETENTION POLICY	17
PLAGIARISM/CHEATING POLICY	18
DEFINITIONS AND PENALTIES	18
LATE WORK POLICY	18
CURRICULUM	18
MUSIC OFFERINGS	18
HIGH POTENTIAL PROGRAM	18
GRADING AND HONOR ROLL	19
HOMEBOUND INSTRUCTION.....	19
BUS TRANSPORTATION	19
ASSEMBLIES	20
STUDENT RECORDS	20
STUDENT SUPPORT SERVICES	21
HEALTH RECORDS.....	21
IMMUNIZATIONS.....	21
EMERGENCY CARE.....	21
EXCLUSION FOR ILLNESS	21
MEDICATIONS.....	21
HEALTH SCREENING PROGRAMS.....	22
DISTRICT 108 DISCIPLINE PHILOSOPHY	22
DISCIPLINE POLICY	22
ASSERTIVE DISCIPLINE PLAN:	23
DISCIPLINE PROCEDURES	23
TENNESSEN WARNING	23
NOTIFICATION OF VIOLATION(S)	23
DETENTION	23
SUSPENSIONS.....	24
SUSPENSION-EXPULSION	24
REMOVAL OF STUDENTS FROM CLASS	31
GROUND FOR REMOVAL FROM CLASS SHALL INCLUDE ANY OF THE FOLLOWING	31
PROCEDURES FOR REMOVAL OF A STUDENT FROM CLASS	31
RESPONSIBILITY FOR AND CUSTODY OF A STUDENT REMOVED FROM CLASS	31

PROCEDURES FOR RETURN OF A STUDENT TO CLASS	31
PROCEDURES FOR NOTIFICATION	31
DISABLED STUDENTS; SPECIAL PROVISIONS	31
MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES.....	32
MIDDLE SCHOOL ATHLETICS	32
INTERSCHOLASTIC SPORTS-GRADES 7-8	32
PARTICIPATION IN SCHOOL ACTIVITIES	33
EXPECTATIONS OF COACHES, PARENTS, OFFICIALS AND PARTICIPANTS	33
BEHAVIOR	33
ATTENDANCE.....	33
ACADEMIC	33
MSHSL RULES	33
GUILT BY ASSOCIATION.....	34
GUILT BY ASSOCIATION POLICY	34
ATHLETIC ELIGIBILITY AND CHEMICAL USE.....	34
HOMECOMING ELIGIBILITY POLICY	35
CHEMICAL USE POLICY	35
HARASSMENT AND VIOLENCE POLICY	35
IV. REPORTING PROCEDURES	37
V. INVESTIGATION	38
VI. SCHOOL DISTRICT ACTION	38
VII. REPRISAL.....	38
VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES	38
IX. HARASSMENT OR VIOLENCE AS ABUSE	38
X. DISSEMINATION OF POLICY AND TRAINING	39
XI. HARASSMENT AND VIOLENCE CONSEQUENCES	39
WEAPONS POLICY	40
Busing Policy	41
BULLYING/CYBERBULLYING	42
CMS SOCIAL NETWORK SITES DISCIPLINE POLICY	42
514 BULLYING PROHIBITION POLICY	43
POLICY REGARDING CLASSROOM MOVIES.....	49
TEXTBOOK CARE AND INSPECTION	50
SELECTION OF LIBRARY BOOKS AND MATERIALS	50
Internet and Electronic Mail	51

Parent Permission Letter/Form.....	51
Central Schools	51
User Agreement and Parent Permission	52
HAZING PROHIBITION POLICY	53
SEARCHES OF LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT’S PERSON POLICY	55
School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant. Additionally, school officials have the right to search student’s personal possessions and the student’s person.	55
CMS VOICEMAIL AND EMAIL ADDRESSES	56

INTRODUCTION

Central Middle School is proud of its purpose. The mission states, "Central Middle School believes in the uniqueness of each individual and is committed to fostering a healthy learning environment supportive of the social, intellectual, physical, and emotional needs of the adolescent." The concept of a middle school also contains the components of advisor/advisee groups, teaming, interdisciplinary teaching, flexible schedules, and exploration. The staff is committed to developing all of these components.

The guidelines and policies found in this handbook have been developed so all students and staff may effectively work together in the school community to continue their growth and development. Parents should be familiar with the contents so you may support your child and staff. Together, as parents and teachers, we are able to cooperatively work towards the fulfillment of children's growth and development.

DISTRICT 108 MISSION & VISION STATEMENT

EDUCATION IS CENTRAL

Vision:

Ensuring the next generation will identify ways to positively impact our communities.

Mission Statement:

Educate, Inspire, Empower - Every Student, Every Day

Value Definitions:

Community- Collaborating together to share our success and accomplish our goals.

Kindness- Genuine effort to show compassion for others and realize the value and potential of all

Integrity- Promoting the highest standards of ethical behavior, fairness and honesty with ourselves and others.

Innovation- discovering creative opportunities and solutions for purposeful improvement.

Relationships- Creating positive connections that last a lifetime.

2022 - 2023 SCHOOL CALENDAR

L19.22

2022-23

Central Public Schools

Students		Teachers	
1st Qtr	43	48	
2nd Qtr	44	46	
3rd Qtr	41	43	
4th Qtr	32	32	
	167	176	

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jan. 2: School Resumes

Jan. 16: No School

Jan. 19 & 26: Elementary Conferences

Jan. 26 & Feb. 2: MS/HS Conferences

Feb. 17 & 20: No School President's Day

March 2: End of 3rd Qtr

March 3: No School Teacher Workshop

March 6: Teacher Comp

March 7-10: No School Spring Break

April 7: No School

May 5: Last Day of School, 1/2 day, students released after lunch

May 5: Graduation

Aug. 8-11: Teacher Workshop

Aug 10: Transition Day K-5 (Conferences and open house individualized by appointment)

Aug 15: Transition Day K-5 by appointment. 6th, 9th grades at school. Bussing provided for 6th and 9th grade.

Aug. 16: First Day of School

Sept. 5: No School Labor Day

Oct. 13: End of 1st Qtr.

Oct. 14: No School; Teacher workshop

Oct. 20 & 21: No School; Fall Recess

Oct. 18 & 27: Elementary Conferences

Oct. 27 & Nov. 3: HS/MS Conferences

Nov. 23, 24 & 25: No School Teacher Comp. & Thanksgiving Break

Dec. 22: End of 2nd Qtr.

Dec. 23: No School Teacher Workshop

Dec. 24 - 31: No School: Winter Break

MIDDLE SCHOOL STAFF

Middle School Principal

Richard Larson
Amanda Nelson, Secretary

Dean

Joe Kley

Art

Ashley Williams

Business

Paul Hallquist

Communications

Lisa Korthals
Mary Wroge

Community Issues

Amber Kester

Industrial Technology

Jim Mesik
Sarah Schurmann

Mathematics

Jodi Curson
Melissa Fuhrman
Wade Degler
Christine Ludford

Music (choir and band)

Jenna Leonard
Adam Halpaus

Physical Education/Health

Jay Bollum
Keegan Oak

Science

Shawn Erickson
Jon Wroge

Social Studies

Colin Halbach
Laura Kroells
Sarah Hammers

Special Education

Megan Ische
Taylor Gort

Paraprofessionals

Megan Nelson
Karen Cross
Deb Stacken
Vicki Sund
Renee Messner

Counselor

Philip Tousley-Adelman
Kathy Heckman, Secretary

Library/Media Center

Kelly Street
Deb Stacken

Psychologist

Leah Hjelseth

School Nurse

Meaghan Bixby
Lorri Gales

Speech Clinician

Kelli Sawyer

ESL

Monica Shanahan

Technology Director

Steve Anderson

Custodians

Keith Artmann – Facility manager
Rich Neubarth – district wide engineer
Herman Haag – night custodian

DISTRICT 108 STAFF

Superintendent

Tim Schochenmeier
Andrea Franck, Secretary

High School Principal

Richard Larson, Principal
Linnae Paumen, Secretary

Elementary Principal

Ron Erpenbach
Kelli Perlich, Secretary

Bookkeeper/Accountant

Amy Groschen
Lynn Peterson

Community Education Director

Julie Kuenzel

Technology Director

Steve Anderson

Athletic Director

Kelly Vossen (7-12)
Lora Willems, Secretary

Custodians

Keith Artmann, Facility Mgr.
Richard Neubarth
Herman Hagg
John Schlagel
Oudom Thammavongsa
Wayne Eyrich
Lorena Sosa Cortez
Bob Haag
Sue Calvin
Sue Aldrich

School Lunch Program

Chantelle Eshelman
Taher

Transportation Director

Jon Rumrill
4.0 School Service

CENTRAL PUBLIC SCHOOLS #108 **BOARD OF DIRECTORS** **2022 - 2023**

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GENERAL INFORMATION

DAILY SCHEDULE

First Tone	7:55 -a.m.
Period 1	8:00 - 8:54
Period 2	8:58 – 9:45
WIN Time:	9:49 – 10:24
Period 3	10:28 – 11:15
Period 4	11:19 – 12:36
1st lunch	11:15 – 11:45
2 nd lunch	11:42 – 12:12
3 rd lunch	12:09 – 12:40
Period 5	12:40 – 1:27
Period 6	1:31 – 2:18
Period 7	2:22 – 3:13

SCHOOL PHONE NUMBERS:

(952) 467-7200 – Direct line to Middle School Office

(952)467-7101 – Direct line to Principal Office

(952) 467-7204 – Middle School Attendance Line

(952) 467-7147 -Taher Food Service

(952) 467-7110 – School Nurse

(952) 467-7009 – Transportation

(952)467-7203 – Fax line to Middle School Office

****Staff voicemail and email addresses located on last page.**

BACKGROUND CHECKS

Pursuant to Minnesota Statute, Central Schools administers a background check on all new employees. In addition, all volunteer coaches and advisors are subject to a background check.

TELEPHONE MESSAGES 467-7200- Middle School direct call number

Students are encouraged to stop in the Middle School Office if they know they might be receiving a message. Students are required to obtain teacher permission to use phones during the school day. Permission will be given only in cases of emergencies. Cell phones are not allowed during school. If a student must bring their phone to school, it must be turned off and left in their locker. The first time a student is found with possession of a cell phone in class, it will be given to the principal and the student will be allowed to pick it up after school. The second time a student is found with possession of a cell phone in class it will be given to the principal and the student's parent/guardian will be contacted to retrieve the phone from the principal's office.

ATTENDANCE POLICY

The Board of Education, Administration, and Faculty believe all students should benefit from the educational opportunities, programs and activities that are available at school. Minnesota State Law and Educational Department regulations require daily attendance. There is a close relationship between attendance and school success. Each student, parent or guardian, and the school share an obligation to encourage and insure the student's continuous attendance.

Students of Central Middle School will be expected to be diligent and punctual in attendance. All students will be held accountable for missed days of school.

The principal will review student attendance records monthly or at a teacher's request.

1. Upon a student's absence of 3 consecutive days, the school nurse will contact the parent/guardian to review the reason for the absence.
2. When a student's absenteeism reaches 5 days in a month or 10 total days in a semester, the principal/social worker will contact the parent/guardian to seek reasons for the absences.
3. If there are concerns that remain, the principal will refer the student and family to the Student Assistance Team or to Carver County Social Services for truancy referral.

NOTIFICATION OF ABSENCE

If a student must be absent from school, the student's parent or guardian must call the Middle School Office **attendance line (467-7204)** on the day of the absence, prior to 9:00 a.m. to verify the absence. This line is available 24 hours a day for your convenience. The office is open at 7:30 a.m. (school prefers early calls). **NOTES ARE NOT REQUIRED.** Contact the office if there are extenuating circumstances. If calls are not made, the Middle School Office will contact parents at home or work. Reason for absence must be given to determine if absence is excused.

CLASSIFICATION OF ABSENCE

The Middle School Principal will determine whether or not the absence is to be excused or unexcused.

EXCUSED ABSENCES

SCHOOL AUTHORIZED/APPROVED ABSENCES

UNEXCUSED ABSENCES

TARDY: A student will be counted tardy if they arrive to school between 7:55-8:20 (Central Time). Students arriving after that time will be considered tardy or absent from each consecutive hour. The tardiness or absence will be deemed either excused or unexcused.

MAKE UP SLIPS

When absent from class, students must present a make-up slip to the teacher the day he/she returns to class. Whenever it is known in advance that a student is going to be absent due to family vacation, surgery, etc., an advanced make-up slip should be obtained. Make-up slips are given out in the Middle School Office before first period begins.

HOW PARENTS CAN HELP STUDENTS STAY IN SCHOOL

The following is a partial list of ways parents can help students stay in school. The key to regular school attendance is parent involvement. When parents are concerned about the educational experience and take an active interest in the educational process, their children are less likely to have attendance problems and are more likely to graduate.

1. Make education a family priority.
2. Build the child's self-confidence as a student by recognizing when he/she does well in school.
3. Help the child develop good study and work habits.
4. Develop a system of praise and rewards for good study habits, good grades and other good school related behaviors.
5. Schedule a daily period of home study time.
6. Help with homework when needed.
7. Meet the child's teachers and other school personnel. They can provide important insights into the child's school performance and suggest ways for improvement.
8. Get to know the child's friends and classmates. They can influence the child's school performance. Lack of friends or problems with classmates can also affect school performance.
9. Find ways to discuss issues, subjects and course materials being covered in school.
10. Help the child develop an interest in extra-curricular school activities such as sports, band, clubs, etc.
11. Help the child develop and achieve academic goals.
12. Emphasize the important role education plays throughout life.
13. Explain how dropouts have more trouble getting and keeping jobs and make less money than graduates.

SCHOOL ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES

A student must be in school from periods 1 – 7 to be eligible for that day's event or practice. A student must receive prior approval from the principal for all absences. However, in case of unusual circumstances, a special ruling may be allowed by the principal.

TARDINESS

Tardiness is defined as being late for class or unprepared. Promptness to class is very important. Students are to be in their seats and ready to work when the class begins. The teacher will confer with the student after class or after school concerning tardiness.

LEAVING SCHOOL DURING THE DAY

No student is permitted to leave the building or campus before school ends, during lunch, class periods or passing times without permission from the Health Office or Administration. Students with permission to leave the building must sign out when leaving and sign in upon return at the Attendance Office.

Leaving the building without authorization may be considered truancy and thus result in disciplinary action. If a student leaves the building without permission and returns, they are subject to be searched.

If a student becomes ill during the school day, he/she must report to the Middle School office. The school secretary will refer the child to the nurse's office. If the nurse is out of the building, the school secretary will assess the seriousness of illness/injury and consult with school nurse if necessary. Further action will be determined at that time. If the illness or injury is serious enough, parents or some other appropriate adult will be contacted in order to assure responsibility before the student is allowed to leave the building.

STUDENT PLANNERS

All teachers require students to use their student planner. They are required to carry these to each class to record their assignments and any other special notes. Student planners may be purchased from the office for \$5.00. Central Time advisors will check for parent/guardian signatures on Monday mornings during Central Time. Staff will also post assignments on the website, "Infinite Campus".

PASSES

All students must have a signed pass when out of class during any instructional time. The supervising teacher will fill out the pass and keep a record of all students out of class at any time.

STUDY HALLS

Every student is to have sufficient materials and textbooks to study for the hour. Permission to leave study hall to go to the library or to another classroom will be by pass only. These passes must be secured IN ADVANCE from the classroom teacher and be of an educational need.

Students are to:

- Use study hall for study purposes.
- Study or sit quietly as not to disturb others.
- Plan ahead. Bring study materials and pre-signed passes with you.

Rules:

- Attendance will be taken before passes are accepted.
- Students will have assigned seats.
- Students must sign out/in and have passes when moving around the building.
- Media Center, restroom, and locker passes will be granted at teacher discretion.
- Pop, food, sleeping, radios, and recreational games are not allowed.

Consequences for not following the rules are:

- One-week restriction to study hall.

- Restriction to study hall for remainder of quarter.
- Teacher assigned detention.

FOOD AND BEVERAGES IN SCHOOL

Food and beverages are to be consumed in the lunchroom area. Students are discouraged from bringing food and/or beverages to school, storing them in lockers, and eating/drinking in hallways. Students seen doing so can have items confiscated and turned into the principal's office.

LUNCH POLICY

Central Middle School has a closed lunch hour for students. Lunch is served at school or students may bring their own lunch. We will be utilizing a computerized lunch program. Each student will have a 4 digit pin number. Students will turn in money to be credited to their account in an envelope to their Central Time advisor during Central Time. The amount of the check will be deposited into your child's family account. Prices for school lunch are as follows:

Regular - \$2.90 Reduced - \$.40 Free Breakfast - \$1.45

Accounts may not be used by other students. Charges will **NOT** be accepted.

If you feel your child would qualify for free or reduced lunch, you must fill out the appropriate forms which can be found in the district newsletter or obtained from the district office. The completed form is to be returned to the Superintendent's Office. Notification will be sent to families regarding qualification.

8th and 9th grade students will eat lunch from 11:15 – 11:45 a.m.

6th and 7th grade students will eat lunch from 11:42 – 12:12 p.m.

SCHOOL CLOSING

School will be in session except for holidays indicated on the school calendar. School might be closed during extreme weather conditions as otherwise decided by the Superintendent. When school is to be closed or called off, you will receive a call from our Infinite Campus Message Center and an official announcement will be made on KARE 11. With the first closing due to inclement weather, school will not be in session. Subsequent school closings due to inclement weather will be E-Learning days, with all students required to attend classes virtually from home.

SCHOOL EXTRACURRICULAR ACTIVITIES FEES

Admission to all regular home athletic events during the 2022-2023 school year will be:

students - \$4.00/ game

pre-school students - free with adult

adults - \$6.00/game

golden age pass – free to all persons 65+ years

Athletic Activity pass (this fee does **not** include admissions to any home tournament & is non-transferable)

students (elem., middle school & secondary) - \$40.00

single adult - \$60.00

couple (husband & wife) - \$100.00

family - \$150.00

HALLS

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is not permitted. Students are not allowed in the teacher's lounge and work areas. All students should be out of the building by 3:15 p.m. unless they are participating in extra- curricular activities.

BUILDING USE GUIDELINES

1. Students will not be allowed in the building before 7:30 a.m. Any student in the building after 3:15 p.m. must be in a supervised activity. Parents should arrange for transportation home when their child has detention or is in an activity.
2. The Physical Education locker rooms are off limits to students during the school day. This includes the lunch hour.
3. Students cannot work out without supervision. Morning and after school work-out sessions require supervision. This includes gyms, wrestling room, and weight room.
4. Use of the following areas in the building require supervision by staff or coaches. This includes before, during, and after school.
 1. Media Center
 2. Computer Labs
 3. Gymnasium
 4. Wrestling Room
 5. Weight Room
 6. Classrooms

CHURCH NIGHT:

Wednesday night is designated as church night. No school related activities will be scheduled after 6:00 p.m.

STUDENT DRESS CODE

The appearance of a student is primarily the responsibility of the individual and the parent. District 108 students are expected to maintain an appearance that is not distracting to teachers or other students, disrespectful to others, or disruptive to the educational process. In addition, student attire must comply with standards of health and safety. (Ex.: State law requires that shoes must be worn in public buildings.) Symbols, emblems, badges, signs, words, objects or pictures on clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion, or that are lewd, vulgar, or obscene, are not permitted.

It is not the intention of this Dress Code to interfere with a student's right to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages usually are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

Examples of prohibited attire include, but are not limited to, the following:

- Confederate flags, swastikas, Nazi symbols, or portions thereof;
- Clothing using language that is vulgar, sexually suggestive, or demeaning of others;
- Items referring to or suggestive of alcohol, drugs, gangs, tobacco, sex, and references to male/female body parts;
- Clothing or hairstyles depicting gang symbols, look-alike gang symbols or gang hand gestures
- Tattoos depicting gang symbols or gang messages;
- Roller blades, shoes with rollerblades or skateboards;

When a student's appearance violates the Dress Code, the student will be required to change his/her attire and additional consequences may be imposed, at the discretion of school officials, including sending the student home to change clothes. In exercising discretion to discipline and/or impose other consequences on students violating this Dress Code, school officials shall take into account the age of the student, District 108's student discipline policy, and whether the violation occurred during the instructional day while school was in session or in connection with a school related activity. Students sent home for inappropriate attire will be considered unexcused during their absence from school.

Legal References:

U. S. Constitution, First Amendment.

- *Stephenson v. Davenport Community School District*, 110 F.3d 1303 (8th Cir. 1997).
- *Olesen v. Board of Educ. Of Sch. Dist. No 228*, 676 F. Supp. 822, 44 Educ. L. Rep. 205 (N.D. Ill. 1987).
- *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).

Cross References: MSBA Model Policy 506 (Student Discipline)

MONEY, VALUABLES, AND LOCKERS

As in every school, we occasionally have problems develop where students lose money or other valuables. Students should carry only the sum of money they will actually need. Large amounts of money in school are seldom necessary. It is strongly recommended that if a large amount of money is brought to school, it be left in the principal's office for safekeeping. Never give your locker combination to another student. YOUR LOCKER SECURITY DEPENDS ON YOU!!! Your locker is subject to periodic inspection for cleanliness and may be entered by the principal at any time. Phy. Ed. lockers are only for Phy. Ed. clothes. During P.E. class or scheduled activities students should check in valuables with instructor or coach.

STUDENTS PERSONAL PROPERTY AT SCHOOL

Students are discouraged from bringing valuable or excessive personal property from home. These items may be disruptive both on the bus and in the building and there is no provision to insure the safety of them.

It is the policy of this school district that students shall be responsible for their own personal property. Neither the school district nor its employees shall be responsible to insure the security of students' personal property.

VANDALISM

Our school building and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

PARENT ACCESS TO STUDENT GRADES

Parents may access their child's grades, homework, attendance and receive teacher emails via Infinite Campus's Parent Portal. Parents may request access online at: www.isd108.org and complete the short 4 step enrollment process. You will be notified when your enrollment has been accepted. Staff update this information on a weekly basis.

GRADING, REPORT CARDS, AND CONFERENCES

Report cards are available four times a year via the parent portal in Infinite Campus or by parent request to be mailed. In addition, teachers send home progress reports at the midpoint in each quarter to students with a grade of D and below. Mid term reports are also available to view on the parent portal in Infinite Campus. Parents may request a progress report at any time by contacting the teacher. Incompletes may be given to students who have been absent an extended period of time. Within two weeks after the quarter ends, all work should be completed so a grade can be given for that class. Any extended time beyond the two weeks must be approved by the teacher provided there are extenuating circumstances. If not the grade then becomes a failing grade for that marking period.

The following grading scale will be used in A-F classes in the middle school.

93 – 100	%	A	73 - 76	%	-	C
90 - 92	%	- A-	70 - 72	%	-	C-
87 - 89	%	- B+	67 - 69	%	-	D+
83 - 86	%	- B	63 - 66	%	-	D
80 - 82	%	- B-	60 - 62	%	-	D-
77 - 79	%	- C+	59 & below	-		F

PROMOTION AND RETENTION POLICY

Students who fail two or more quarters may be required to attend summer school or retake the course prior to being promoted to the next grade level.

PLAGIARISM/CHEATING POLICY

DEFINITIONS AND PENALTIES

Cheating is any form of intellectual dishonesty or misrepresentation of one's knowledge. Plagiarism, a form of cheating, consists of representing someone else's work as one's own. Ignorance of what constitutes plagiarism shall not be considered a valid defense. If students are uncertain as to what constitutes plagiarism for a particular assignment, they should consult their teacher for clarification.

A faculty member may impose penalties for plagiarism and cheating ranging from a grade reduction to a zero on the assignment or exam.

LATE WORK POLICY

Central Middle School staff does not accept late work unless the student has an excused absence. Staff may give students late work passes once a quarter, but that will be the only way that late work will be handled. Students must recognize that it is their responsibility to complete their work on time.

Students will receive letter grades in all academic areas as well as their advisor/advisee Central Time groups.

Student Led Conferences will be held in teachers' classrooms in November and February. Each student is responsible to present their progress to parents during this time. Progress reports will be available on Infinite Campus at mid-quarter.

CURRICULUM

Curriculum will consist of the following classes for each grade.

6th Grade

reading
math
science
social studies
phy. ed.
band/choir
computer keyboarding applications.
art
spelling
writing

7th grade

communications
math
science
social studies
phy. ed.
band/choir
media language arts
art
health
industrial technology
community issues -7

8th Grade

communications
math
science
social studies
phy. ed.
band/choir
computer applications
art
STEM-8
industrial technology
language arts

MUSIC OFFERINGS

CMS students have the opportunity to take a music class. Students may choose band or choir. If a student is enrolled in both band and choir, they may drop either band or choir at any time and continue in the remaining class. Any other music changes will only be allowed at the end of the semester.

All band students are provided with an individual band lesson. The lesson time will be held for ten minutes each week. It is the student's responsibility to attend their lesson each week. Students will be excused from their class at the assigned time, but it is the student's responsibility to make up any missed assignments. If a student has a test or other pertinent class assignment during their lesson time, it is the student's responsibility to notify their lesson instructor for an excused absence from that lesson. Students receive a band grade on their report card.

Band and choir students are expected to participate in both the winter and spring concerts.

HIGH POTENTIAL PROGRAM

Students are identified to be eligible in the high potential program by test scores, teacher recommendation, or parent request to participate in the high potential program. The purpose of the program is to give students time to develop their academic strengths and provide them with encouragement and support.

GRADING AND HONOR ROLL

Students who achieve a quarterly GPA of 3.0 will be included on the "B" Honor Roll. Students who achieve a quarterly GPA of 3.67 will be included on the "A" Honor Roll.

In an effort to inform students and parents how to calculate GPA, we offer the following examples. Keep in mind, that grades are based on a 4.0 scale.

A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	D-	=	0.67
C+	=	2.33	F	=	0.00

8TH Grader Quarter 4 GPA Calculation

#	Course	Weight	Gr.	Value		Eff Wgt.		Grade Pts.
115	CENTRAL TIME	0.00	B	0.000		0.000		0.000
84	PHY ED	0.50	A	4.000	*	0.125	=	0.500
94	READ	0.50	B+	3.330	*	0.125	=	0.416
77	MATH	1.00	A	4.000	*	0.250	=	1.000
85	ART	0.25	C	2.000	*	0.250	=	0.500
79	SCIENCE	1.00	A	4.000	*	0.250	=	1.000
78	ENGLISH	1.00	A	4.000	*	0.250	=	1.000
80	SOCIAL ST.	1.00	C+	2.330	*	0.250	=	0.582
150	BAND	0.500	A-	3.670	*	0.125	=	0.459
274	STUDY HALL	0.00	A	0.000		<u>0.000</u>		<u>0.000</u>
				Totals		1.625		5.457

$$\text{Q4 GPA} = 5.457 / 1.625 = 3.358$$

"B" Honor Roll

HOMEBOUND INSTRUCTION

When a physician certifies that a student cannot be in attendance for ten or more consecutive days due to a physical or emotional condition, that student will be eligible for homebound instruction. Parents should contact the principal's office for additional information concerning homebound instruction.

BUS TRANSPORTATION

Middle school students will have buses available for rural routes. Bussing will also be available at select sites for middle school students in Norwood Young America in the morning only. Afternoon stops are available to Norwood. Consult the District newsletter for times and locations. Bus transportation is a privilege. Inappropriate conduct will result in the loss of this privilege. Busing policy is found on page 35.

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.

Prior to a general assembly, students are to report to their advisor. Textbooks and other materials are to be left in the homerooms. Purses and billfolds are to be taken into the gym.

STUDENT RECORDS

The school may disseminate to the public factual non-technical data which is routinely collected for all students. For detailed information, please refer to #515, Protection and Privacy of Pupil Records available for reference at the district office.

STUDENT SUPPORT SERVICES

SCHOOL NURSE

HEALTH RECORDS

All students are required to have an individual health record on file in the Health Office. It contains a cumulative health history, screening results, and immunization history. Parents are expected to keep Health Services informed of medications, even if they aren't administered at school, and current or chronic medical problems that could affect the student's comfort and ability to learn. A yearly complete physical exam is recommended, but not required prior to school entrance.

IMMUNIZATIONS

Minnesota State law requires parents of all students to present proof that all immunizations are up to date at the time of school entrance. Schools are mandated to keep accurate records for each student enrolled. Students not meeting the minimum requirements will be excluded from school. Conscientious objectors to the State Immunization Law must complete a notarized student immunization form before the time of school entrance.

EMERGENCY CARE

Emergency care is provided to students who experience illness or injury at school.

1. **Emergency Forms** - At the beginning of each school year, parents are expected to complete the Students Emergency Card, which provides up-to-date emergency phone numbers and medical information. It is the parent/guardian responsibility to notify the school of any change of address, telephone number, or emergency numbers.
2. **Injury** - In the case of injury or medical emergency, the school will attempt to notify parents first, when possible. In a medical emergency the local emergency system will be used, and the student will be transported to Waconia Ridgeview Hospital or the nearest emergency facility via ambulance, at parent expense.
3. **Illness** - In the case of illness, the school will contact the parent at home or at work. The parent will be expected to pick up the child or make arrangements for someone else to do so promptly. If the school is unable to contact the parent, the emergency alternate identified on the Emergency Card will be contacted.

EXCLUSION FOR ILLNESS

Children will be excluded from school when they demonstrate any of the following symptoms:

- Oral temperature over 100 F. Vomiting Breathing difficulties
- Diarrhea Undiagnosed rash

Health Services should be notified of any communicable diseases and treatment, to assure control in other students. Readmission to school for the following communicable diseases shall be:

1. **Chickenpox** - All lesions are dry and crusted (5-7 days).
2. **Impetigo** - At least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by a physician.
3. **Scabies** - Until 24 hours after treatment begins.
4. **Hepatitis** - Physician statement required for re-admittance.
5. **Strep Throat** - At least 24 hours after start of medication and fever free, without the use of fever-reducing medication.
6. **Ringworm of Scalp and Skin** - Following treatment with fungicide.

MEDICATIONS

1. In accordance with MN Department of Health recommendations, District 108 will NOT provide ANY over the counter medication such as Tylenol, Ibuprofen, or Bacitracin
2. To administer over the counter medications at school, the Health Office must have a completed Medication Authorization Form that includes:
 - a. Signed parent permission and doctor's permission
 - b. Medication in the original container
 - c. Instructions regarding route and dosage of administration.
 - d. Reason medication is needed.
3. FDA approved non-prescription medication (Tylenol, cough drops, etc.) will be given from the student's supply brought to school for a maximum of 5 days with parent permission. After that time, orders from a physician will be required. Medication must be brought to school in the original container for the safety of the students.
4. Prescription medications will be administered under these circumstances:

- a. Signed parent permission and doctor's permission on the Medication Authorization Form.. Must have a doctor permission sheet signed for all controlled medications (i.e. ADD & ADHD medications)
 - b. Current prescription bottle – the original container must be properly labeled with the child's name, date, name of physician, name of medication, dosage, and frequency of administration. The pharmacy should divide home and school doses into two bottles with proper labels to avoid the need to transport medication daily.
5. Parents are encouraged to bring medication, especially controlled substances such as ADD or ADHD medication, to the school nurse or principal's office for the health and safety of your child and the other students. Students are not allowed to have medications in their possession.
 6. Students grades 7-12th grade are allowed to self-carry over-the-counter medications (Tylenol, Ibuprofen, cough drops). Please complete the Self-Carry Authorization Form and return to the school's health office. This is for the health and safety of the students.

HEALTH SCREENING PROGRAMS

Health services is available to conduct hearing and vision screenings for individual students via parent\guardian request. If you have a concern about your child's hearing and or vision please contact the school nurse at 952-467-7110.

DISTRICT 108 DISCIPLINE PHILOSOPHY

DISCIPLINE POLICY

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturing 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. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56

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

The complete policy can be requested from the school office.

ASSERTIVE DISCIPLINE PLAN:

Classroom management is the responsibility of the teacher in charge and the students present. To maintain a pleasant educational environment, both parties must work hard to assure that individual rights and opportunities are respected.

To facilitate good classroom operation, each teacher will have an assertive discipline plan in place. Copies of the plan will be given to students through classroom notes or through handouts. Teachers may post their assertive discipline plans in their rooms. These plans will include 3 to 5 behaviors they expect from all their students. Additionally, these policies will list consequences for student failure to follow rules. Before sending a student to the office for assistance, each classroom teacher will attempt to solve the problem at the classroom level. First offenses will be handled with a reprimand/warning, second offenses will involve a discussion with the student outside the classroom, while third offenses will require that the teacher contact the parent of the student involved. The student may be sent to the Principal's office upon the third offense, and the teacher will call the office to advise the Principal of the violation that has occurred. Behaviors which are threatening or harmful in nature will result in immediate removal from class.

DISCIPLINE PROCEDURES

School responses to violations of the rules of conduct may include but are not limited to the following:

- Conference with the teacher, counselor,
And/or principal
- Parent conference with staff
- Parental contact
- Restitution
- Loss of school privileges
- Modified school programs
- Detention
- Removal from class
- Removal from school bus
- Referral to police, juvenile authorities or community agency
- Out of school suspension

TENNESSEN WARNING

This is your warning. The purpose of my questioning is to find out what happened here and impose proper discipline. Our school discipline policy requires that you cooperate. Non-cooperation will subject you to discipline. Other than school officials, no one else (unless MSHSL involved, parents or guardians) will be receiving this information.

Suspected criminal information will be submitted to the police.

NOTIFICATION OF VIOLATION(S)

Teachers should issue a disciplinary notice on a student for violation of school rules. A disciplinary notice will be handled by the teacher and principal, and a copy mailed to the student's parents or guardians.

Students shall be notified of violations of the rules of conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Parents may be notified orally or in writing of disciplinary actions as provided by the Pupil Fair Dismissal Act of 1974.

DETENTION

Detention is a possible consequence for behavioral infractions. A student serves their detention with a supervising teacher. The teacher will notify parents of detention and the student is expected to serve their time as agreed between parent and teacher. Staff may arrange for detention before or after school. Skipping detention will result in the doubling of time. If a student has four (4) or more detentions and does not attend without an approved excuse, it will result in a day of out-of-school suspension. ***The Staff Schedule will be updated for the 22-23 school year.**

SUSPENSIONS

Students who are truant or suspended (out of school) must make up the work missed. Students who are truant or on suspension (out of school) shall not participate in or attend school activities that day or evening.

SUSPENSION-EXPULSION

In the event it becomes necessary to suspend, exclude or expel a student, these procedures will be governed by MSA 127.26 - 127.40 (MN Pupil Fair Dismissal Act). Under the provisions of this law, students may be suspended or expelled.

The consequences for misbehavior described on the following pages are designed to be fair, firm and consistent for all students. They apply to students in any school or other district building, on district property, in district vehicles, and at school or district events. (District vehicles are defined as school buses and vans owned or leased by the school district, and cars and other vehicles owned by district staff and authorized by the district for transporting students).

Because it is not possible to list every misbehavior that occurs, misbehaviors not specified will be responded to as necessary by staff. Minor misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators and other appropriate district staff.

Consequences - For each misbehavior described, there are specific consequences for first, second, third and fourth violations. Those consequences are shown as "*", " suspension for a specified number of days or expulsion.

"*" is defined as: Consequences for violation will include student conference and parent notification, and may include, but are not limited to parent conference, restitution, service, detention and up to one-day out-of-school suspension

In the chart on the following pages, suspension is defined as out-of-school suspension-action taken by the school administration to prohibit a student from attending school for no more than 10 school days. If suspension is longer than five days, the suspending administrator must provide the Superintendent with a reason for the longer suspension. (A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may be suspended until noon on the following school day).

Expulsion is action taken by the school board to prohibit a student from further school attendance for up to one school year from the date the student is expelled.

Exclusion is an action taken by the school board to prevent a student from enrolling or re-enrolling for a period of time that shall not extend beyond the school year.

In addition to the consequences detailed on the following pages, a specific school or the District Transportation Department may respond to student misbehavior in a variety of ways which include, but are not limited to, parent conferences, mediation, restitution, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges and chemical evaluation.

Administrators will involve the police and other law enforcement authorities as necessary. If a student violates a district rule which is also a violation of a law, the student will be referred to the police in addition to being dealt with as described in this regulation.

Consequences for a specific offense may be more severe than indicated if staff believe it is appropriate.

The following list of rules is not intended to place undue restrictions on the student body, but rather to encourage all students to behave in such a manner that they will be a credit to the school. It is encouraging to note that the great majority of students regard rules as necessary and put themselves wholeheartedly into helping the school perform its functions and are not affected by disciplinary procedures.

Students are expected to not engage in the following activities. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity.

MISBEHAVIOR

1ST OFFENSE 2ND OFFENSE 3RD OFFENSE 4TH OFFENSE

1.	Abuse, Verbal - Arousing alarm in others through the use of language that is discriminatory, abusive, obscene or threatening.				
	Toward Student (grades 6-8).....	*	1-day susp.	3-day susp.	5-day susp.
	Toward Staff (grades 6-8).....	1-day susp.	3-day susp.	5-day susp.	expulsion
2.	Alcohol or Chemicals, Possession or Use - Possessing or using any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. (Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left with and administered by the school nurse, in accordance with district administrative regulations.				
	(grades 6-8).....Alcohol.....	3-day susp.	5-day susp.	expulsion	
	(grades 6-8).....Chemicals.....	5-10 day suspension	expulsion		
3.	Alcohol, Possession With Intent to Distribute or Sell - Selling or distributing, or intending to sell or distribute, alcohol where sale or distribution is prohibited by Minnesota or federal law.				
	(grades 6-8).....	5-day susp.	expulsion		
4.	Ammunition, Possession - Possession of bullets or other projectiles designed to be used in a weapon.				
	(grades 6-8).....	*	3-day susp.	5-day susp.	Expulsion
5.	Arson - Intentional destruction or damage to school or district buildings or property by means of fire.				
	(grades k-12).....	expulsion			
6.	Assault, Physical - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.				
	Upon a student (grades 6-8).....	1-5-day sups.	5-10-day susp.	expulsion	
	Upon a staff member (grades 6-8).....	expulsion			
7.	Assault, Verbal - Verbal confrontation with a student or staff member which is intended to cause fear of bodily harm or death.				
	Upon a student (grades 6-8).....	1-3-day susp.	5-day susp.	expulsion	
	Upon a staff member (grades 6-8).....	1-5 day susp.	expulsion		

MISBEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
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8. Assault, Aggravated - Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person. (grades k-12).....	expulsion				
9. Bodily Harm, Inflicting - Committing an accidental act which, although a result of poor judgment, inflicts great bodily harm upon another person. (grades 6-12).....	3-day susp.	5-day susp.	expulsion		
10. Bomb Threat, False - Intentionally giving a false alarm of a bomb. (grades 6-12).....	expulsion				
11. Burglary - Entering a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime. (grades 6-12).....	expulsion				
12. Chemicals, Possession With Intent to Distribute or Sell - Selling or distributing, or intending to sell or distribute, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law. (grades 6-12).....	expulsion				
13. Disrespect/Defiance - Failure to show consideration/courtesy for others, to intrude upon or molest others, to excessively challenge or resist school authority, to defy school rules and authority. (grades 6-12).....	*	*	*	*	
14. Dress and Grooming (for complete details, see Policy Handbook) - Clothing may not include words or visuals which are obscene, abusive or discriminatory, or which advertise or promote tobacco, alcohol, sexual content, narcotics or dangerous drugs. Example: Co-Ed Naked, Big Johnson and Red Dog T-Shirts. Wearing of Caps/Hats, Tank Tops, Short-Shorts, or clothing that exposes midriff are not allowed. (grades 6-12).....	*	*	*	*	

15. **Explosives, Possession and/or Use** - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.
(grades k-12)..... expulsion
16. **Fighting** - Mutual combat (differentiated from poking, pushing, shoving or scuffling, see #6) in which one or the other party(ies) or both contributed to the situation by verbal and/or physical action.
(grades 6-8)..... 1-day susp. 3-day susp. 5-day susp. expulsion
17. **Fire Alarm, False** - Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm.
(grades 6-12)..... 5-day susp. expulsion
18. **Fire Extinguisher, Unauthorized Use** - Unauthorized handling of a fire extinguisher.
(grades 6-12)..... 5-day susp. expulsion
19. **Fireworks, Possession** - Possessing or offering for sale any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.
(grades 6-8)..... 1-day susp. 5-day susp. expulsion
20. **Fireworks, Use** - Using any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.
(grades 6-8)..... 3-day susp. 5-day susp. expulsion
21. **Gambling** - Playing a game of chance for stakes.
(grades 6-8)..... * 1-day susp. 3-day susp. 5-day susp.

MISBEHAVIOR**1ST OFFENSE****2ND OFFENSE****3RD OFFENSE****4TH OFFENSE****22. Harassment, Including Sexual -**

Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their sex or any disabilities they may have. (For more information about sexual harassment, refer to district policy.

(grades 6-8).....
suspension

*
suspension

1-3 day
suspension*

2-5 day

5-10 day

***Expulsion - see policy p. 17**

23. Classroom disruption or

Interference - Verbal or physical interference with classroom instruction, not allowing instructors to teach or students from learning.

(grades 6-8).....

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24. Ignition Devices

Use of an ignition device, butane, disposable lighters or matches, under circumstances where there is an obvious risk of fire, but arson not committed will be reported to law enforcement.

1 day susp.

3 days susp.

5 days susp.

Expulsion

25. Electronic Devices, Possession -

Possession of electronic devices or objects which cause or may cause distractions including, but not limited to lasers, pagers, radios, cell phones, ipods, and/or electronic devices that can transmit audio or visual communications.

(grades 6-8).....

*

**

1-day susp.

3-day susp.

1st OFFENSE*- electronic device turned into principal's office and returned to student at the end of the day.

2nd OFFENSE** - electronic device turned into principal's office for three (3) days. Parent must call office prior to the electronic device being returned to the student.

26. Public Display of Affection -

Display of affection, other than holding hands, does not have a place, at anytime, in our school.

(grades 6-8).....

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27. Records or Identification

Falsification - Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member.

(grades 6-8).....

*

1-day susp.

3-day susp.

5-day susp.

28. Robbery or Extortion - Obtaining property from another person where his or her consent was induced by use of force, threat of force or under false pretenses. (grades 6-8).....	3-day susp Up to expulsion	5-day susp. Up to expulsion	Expulsion	
29. Sexual Conduct, Criminal - Engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent. (grades 6-8).....	5-day susp. Up to expulsion	Expulsion		
30. Terroristic Threat - Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person. (grades 6-8).....	5-day susp. Up to expulsion	Expulsion		
31. Theft, or Knowingly Receiving or Possessing Stolen Property - Unauthorized taking of the property of another person, or receiving or possessing such property. (grades 6-8).....	1-day susp. Up to expulsion	3-day susp. Up to expulsion	5-day susp. Up to expulsion	Expulsion
32. Tobacco - Possessing or using tobacco or E-Cigs in district buildings, on district grounds, in district vehicles or at district events, in violation of district administrative regulation 406.5AR, Tobacco-Free Environment (grades 6-12).....	2-day susp.	3-day susp.	5-day susp.	5-day susp.
33. Trespassing - Being present in any district facility or portion of a district facility when it is closed to the public, or unauthorized presence in a district vehicle. (grades 6-8).....	*	1-day susp.	3-day susp.	5-day susp.

MISBEHAVIOR**1ST OFFENSE****2ND OFFENSE****3RD OFFENSE****4TH OFFENSE****34. Weapon or Look-alike Weapon,**

Possession - Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, including laser pointers, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm.

Weapon or look-alike weapon, possession (grades 6-12).....

expulsion

35. Willful Damage of Property

(Vandalism) - Littering, defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff.

(grades 6-12).....

*

5-day susp.

expulsion

REMOVAL OF STUDENTS FROM CLASS

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

GROUND FOR REMOVAL FROM CLASS SHALL INCLUDE ANY OF THE FOLLOWING

1. Willful conduct that disrupts the right of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student, or property of the school
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

PROCEDURES FOR REMOVAL OF A STUDENT FROM CLASS

1. A teacher may remove a student for one class or activity period. Teacher should inform the office that student has been removed and to expect student's arrival.
2. Removal of a student for more than one class or activity period will require principal/designee approval.
3. Documentation providing reasons for removal will be given to principal by removing teacher before that class meets again. Parent notification will be done by teacher removing student. If student is to be removed for more than one class period, parent notification will be done by principal/designee.

RESPONSIBILITY FOR AND CUSTODY OF A STUDENT REMOVED FROM CLASS

1. Any student removed from class is to immediately report to the office.
2. Students sent to the office may do so unattended if there are no safety concerns. If safety issues exist, teacher must contact office and principal/dean will come to escort students to the office.
3. While in the office for class removal, student will complete assigned work. Teachers will have work available for students during this time.
4. While student is removed from class, the principal/dean will be in charge of student.

PROCEDURES FOR RETURN OF A STUDENT TO CLASS

If student has been removed for 1 or 2 days, student, teacher, and principal will meet to discuss readmission plan. If student has been removed for 3-5 days, student, parent, teacher, principal must meet to discuss a readmission plan.

PROCEDURES FOR NOTIFICATION

1. All students may request the Parent/Student Handbooks at the beginning of each school year or view online at [www:isd108.org](http://www.isd108.org)
2. that explains the rules of conduct and associated procedures. In addition, during the course of the year, disciplinary notices, phone calls, and/or letters will be used to contact parents of violations.
3. Any violation that results in a student being removed from class will result in a parent notification by the teacher and/or principal/designee.

DISABLED STUDENTS; SPECIAL PROVISIONS

Any consideration as to whether there is a need to review procedures for assessment, current IEP's or appropriate referral of students in need of special education services will be done by each school's Student Assistance Team (SAT). Any parent or staff member may make referrals to the SAT for child study to determine appropriate services.

MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES

<u>Activity</u>	<u>Advisor</u>	<u>Fee</u>
Student Council	Jodi Curson Shawn Erickson	None
M.S. Yearbook	Ashley Williams	None
Knowledge Bowl	Amber Kester	\$30.00
Speech	Laura Hanson	\$80.00

MIDDLE SCHOOL ATHLETICS

The Central Middle School Athletic Program will strive to provide a quality athletic experience, based on participation for all students in good standing both academically and behaviorally. The program is part of the overall education of the student. Emphasis will be placed on sportsmanship, participation, and skill development. 5th and 6th grade students will have opportunities in intramural football, volleyball, and basketball offered through District 108 Community Education. 7th and 8th grade students will have opportunities in interscholastic football, volleyball, basketball, wrestling, cross country, baseball, softball, track and soccer.

Fees must be paid to the office within five (5) days of practice. The Athletic Director will handle all middle school athletics. The maximum family cost for activity fees will not exceed \$440.00 a year. Any Middle School student that participates in a high school level sport, will pay the activity fee for that High School level activity. Athletics and activities passes will be sold through Vanco Events Online.

Sports Physicals are required for all participants in interscholastic sports, grades 7-8. The physicals are good for three years. Documentation must be in the office before student will be allowed to play the game.

INTERSCHOLASTIC SPORTS-GRADES 7-8

<u>ACTIVITY</u>	<u>MIDDLE SCHOOL COACH/ADVISOR</u>	<u>PARTICIPATION FEE</u>
Football	Kyle Evenski/Joe Kley	\$80.00
Volleyball	Jon Wroge/Mary Wroge	\$80.00
Cross Country	Shawn Erickson	\$80.00
Wrestling	Brian Clark	\$80.00
Boys' Basketball	Jon Wroge/Jacob Schrupp	\$80.00
Girls' Basketball	John Hanson/	\$80.00
Baseball	Pat Pehrson/Dave Rauch	\$80.00
Softball	Brooke Raether/Matt Bakkum	\$80.00
Track	John Hanson	\$80.00
Dance Line	Nicole Johnson	\$80.00

PARTICIPATION IN SCHOOL ACTIVITIES

EXPECTATIONS OF COACHES, PARENTS, OFFICIALS AND PARTICIPANTS

Roles:

1. Coaches coach
2. Participants play
3. Officials officiate
4. Parents support 1, 2 and 3.

If a conflict does arise, these are the proper channels to follow to resolve the question or area of concern:

1. Player talk to coach
2. Parent talk to coach
2. Contact Mr. Erpenbach (952)467-7201
3. Parents are not to approach a coach with a complaint after an activity. If you want to speak with school personnel, call the next school day.

BEHAVIOR

ATTENDANCE

1. A student must be in school for the entire day to be eligible for that day's event or practice unless a student receives a one-day prior approval by the principal for a medical, dental, or legal appointment. This rule includes the lunch period.
Exception: if student notifies office on day of appointment, the student must bring back written documentation from the place of the appointment. (Example: Appointment card with time, date and signature of office personnel).
2. An unexcused absence is defined as missing 15 minutes or more of a class without a valid excuse.
3. No student athletes will be excused from school to run home and get any items needed for practice or event that same evening without permission of the principal or principal's designee.

ACADEMIC

Academic achievement and extra-curricular activity participation go hand in hand to promote the educational growth of each student. Whenever there is a question of priority, however, we at Central Middle School believe that academics should take precedence. For this reason and to encourage student achievement in both curricular and extra-curricular areas, the following academic standards and eligibility guidelines have been established:

In order to be academically eligible for extra-curricular events sponsored by the Minnesota State High School League; in addition FFA, Knowledge Bowl and the Fall Play/Musical:

1. As it relates to quarter grades: a student must have no failing grades in any class at the end of each quarter grading period in order to be eligible to participate. Following confirmation of an academic violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season **in the next grading period**, for which the student is a participant, whichever is greater. Students with Individual Education Plans (IEP's) who are meeting goals and objectives of their program will be eligible to participate in any and all activities.
Exceptions;
 - a. Due to shortened length of Football, Knowledge Bowl, Speech, and FFA seasons and the number of games/events, the academic violation consequence will be one week or one event whichever is greater.
 - b. Wrestling triangular or tournament will serve as 2 events.
2. As it relates to mid-term grades: a student must maintain passing grades (D- or above) in all his/her courses.
 - a. After mid-quarter time, a student must have no failing grades in any class.
 - b. If the grades are not raised to a passing level, within one school week, students will lose eligibility in all events until grade is raised to a passing level.
3. Students must participate and be in good standings the entire season to fulfill academic and MSHSL violations.
4. Any student that has an academic or MSHSL violation is not eligible to leave early with their team.

MSHSL RULES

1. All MSHSL rules are the minimum standards of behavior to be abided by CMS students.
2. Additions to the MSHSL rules have been adopted by the I.S.D. #108 Board of Education as follows:

GUILT BY ASSOCIATION

Guilt by association means a student remains in the presence of another middle school student who is using, consuming or has possession of a beverage containing alcohol or who is using, consuming, has possession of, is buying, selling or giving away a controlled substance. The Guilt By Association Policy is in effect for all students in the Middle School during the entire calendar year.

GUILT BY ASSOCIATION POLICY

- a. After confirmation of the first violation the student and parent will be contacted and receive a letter documenting the incident (warning clause).
- b. After confirmation of the second violation and no violation under the MSHSL Policy, the penalty is step one under MSHSL penalties.

ATHLETIC ELIGIBILITY AND CHEMICAL USE

The following local rules have priority over MSHSL rules that cover the same area. When local rules do not exist to cover an area, the MSHSL rules apply. The consequences for rules are those of the MSHSL, except where specifically noted.

BYLAW 205.00 CHEMICAL ELIGIBILITY Cross Reference: Bylaw 304.2 (“Denial Penalty”)

- 1) At any time during the calendar year, a student shall not, regardless of the quantity:
 - a) use or consume, have in possession a beverage containing alcohol;
 - b) use or consume, have in possession tobacco; or,
 - c) use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
 - d) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.
“Tobacco products” means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
 - e) use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.
- 2) If a student/athlete finds themselves in a setting where alcohol or other controlled substances are being used he/she is expected to leave the setting in a safe and timely manner.

The following circumstances are specific exceptions to the above rules:

- a) attendance at a home gathering with parents/guardians present where alcohol is being used but the student is not using or possessing.
 - b) attendance at a celebration (wedding dance, graduation, etc.) where alcohol is being used but the student is not using or possessing.
 - c) attendance at an eating or recreational establishment where alcohol is served, but the student or any other minors in attendance are not using or possessing (except as a part of lawful employment)
 - d) attendance at a county fair, city, county, or state celebration in which alcohol is being served, but the student is not using or possessing.
 - e) public and private dances other than those that are in conjunction with b and d above are not exceptions to the rule at any time during the calendar year unless parents/guardians are present and the student is not using or possessing.
- 3) These rules are in effect the entire calendar year. There is no summer time off.
 - 4) Consequences
 - a) **1st offense** (if in attendance but not using) warning with parental notification

- 1st offense (if possessing or using or 2nd offense if in attendance) 2 weeks or 2 events, whichever is greater.
- b) 2nd offense 3 weeks or 6 events, whichever is greater
- c) 3rd and any subsequent offenses, 4 weeks or 12 events, whichever is greater and referral for assessment for possible chemical abuse or misuse.
- d) After the 3rd and subsequent offenses, the student must complete a drug/alcohol treatment program before becoming eligible to participate in any school activities.

HOMECOMING ELIGIBILITY POLICY

Any student who receives a MSHSL violation during their 8th grade year, will not be eligible to serve as a member of the Homecoming Royalty during their freshman and sophomore years, but would be eligible to participate during their junior and senior years.

CHEMICAL USE POLICY

The School Board of Independent School District No. 108 believes that the health and well being of students and staff is a major factor in the pursuit of the school district mission. A healthy mind and body is a prerequisite to learning. The school board is, therefore, committed to providing a school environment that is free from the effects of chemical use and abuse by students and employees. The following policies are, therefore, adopted:

STUDENT POLICY:

Possession or use of tobacco (in any form), alcohol, and all non-prescribed drugs by a student during the school year is prohibited. Violation of this policy shall result in reporting offense to law enforcement. A \$25.00 fine will be imposed by the Carver County Sheriff's Department:

ALCOHOL POSSESSION OR USE:

First Offense: Three day out-of-school suspension, parent conference, interview with counselor required, and law enforcement notification.

Second Offense: Five day out-of-school suspension. Chemical dependency evaluation through an outside agency or treatment prior to re-admission to school, and law enforcement notification.

Third Offense: Expulsion

Minnesota State High School League penalties shall be imposed in addition to those of this policy for those students so affected.

NON-PRESCRIBED DRUG USE OR POSSESSION:

First Offense: 5-10 days suspension out of school and parent conference interview with counselor and law enforcement notified.

Second Offense: Expulsion

SEE DISTRICT POLICY FOR COMPLETE DETAILS

REPORTING CHEMICAL USE:

Every employee is responsible to identify indicators of use of alcohol or drugs by students or school employees, and to report such situations to the appropriate individual in the school district.

HARASSMENT AND VIOLENCE POLICY

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district).
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. 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 or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
- 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 pupil(s) by teachers, administrators or other school 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 gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race 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. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion 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.

D. 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.

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of affection or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition. 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.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged act immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building - The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In the District - The school board hereby designates Brian Corlett as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately 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 other who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. 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 requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. 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 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 receipt of a report, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, 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 or harassment.

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, initiating civil action or seek redress under state criminal statutes and/or federal law.

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 pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The school district will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

XI. HARASSMENT AND VIOLENCE CONSEQUENCES

Norwood Young America School District #108 will impose the following consequences for violations of the Harassment and Violence Policy. These consequences may include, but are not limited to the following:

- First Offense:**
- A. Verbal and/or written warning with parent notification
 - B. Student/Parent/Administration Conference
 - C. 1-3 day out of school suspension
- Second Offense:**
- A. Student/Parent/Administration Conference
 - B. 2-5 day out of school suspension
 - C. Counseling with school personnel or outside resources
 - D. ***Will be reported to Sheriff's Department or Social Services***
 - E. ***Harassment education through School Support Services Dept.***
- Third Offense:**
- A. Student/Parent/Administration Conference
 - B. 5-10 day out of school suspension
 - C. ***Counseling by School Support Services Personnel***
- Fourth Offense:**
- A. Recommendation for Expulsion

Legal References: Minn. Stat. 127.46 (Sexual, Religious and Racial Harassment & Violence Policy)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
Minn. Stat. 626.556 et seq. (Reporting of Maltreatment of Minors)

Cross References: MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA Model Policy 406 (Public and Private Personnel Data)
MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

III. DEFINITION

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

IV. CONSEQUENCES FOR A WEAPON POSSESSION/USE/DISTRIBUTION

A. The school district and the school takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

V. POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS

While the school district and the school takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

VI. ADMINISTRATIVE DISCRETION

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent, may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Legal References: Minn. Stat. 127.26-127.39 (Pupil Fair Dismissal Act)

Minn. Stat. 127.282 (expulsion for possession of firearm)

Minn. Stat. 127.48 (referral to police)

18 U.S.C. 921 (definition of firearm)

Cross References: MSBA Model Policy 506 (Student Discipline)

MSBA Service Manual, Chapter 6, District Education Program (A-11:

Student Suspension, Exclusion and Expulsion)

Busing Policy

Bus Rules are as follows:

1. The driver is in full charge of the bus and pupils.
2. No inappropriate language will be allowed on the bus at any time.
3. Students are to remain seated while the bus is in motion.
4. All objects are to remain in the bus at all times.
5. Students may not leave the bus without prior approval and the bus driver's knowledge except at their assigned bus stop or at school.
6. Prior approval should be gotten from the bus driver if your child is bringing friends home on the bus (5 or more).
7. No eating or drinking on the bus.

Students in all grades of the Central Public Schools are expected to obey and follow the rules listed above. Violations of these rules that are reported in written form (to the principal) will be dealt with as follows:

1st offense The first note is only a warning that the bus violation has taken place. This note must be signed and returned to the bus driver the following morning in order for the student to ride the bus.

2nd offense The second note will bring disciplinary action resulting in a 3 day suspension of bus riding privileges. Parents must contact the student's Principal, to see if a solution to the problem can be reached. If no contact is made, the student will not be allowed to ride the bus.

3rd offense The third note will result in a 7-14 day suspension from riding the bus. The parents or guardian must meet with the student's Principal if the student is to be allowed to ride the bus after the suspension period. Then, only if proper corrective measures have been worked out, will the student be allowed to ride the bus again.

4th offense The fourth note will result in suspension of riding privileges for the remainder of the year or 90 school days, whichever is greater. The 90 days can carry into the next school year.

BULLYING/CYBERBULLYING

For purposes of this policy, the definitions included in this section are derived from Minnesota State Statute. For a complete copy of this policy, contact the district office.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device, that causes a substantial disruption to the educational environment at Central Public Schools.

CMS SOCIAL NETWORK SITES DISCIPLINE POLICY

ISD 108: CMS Students and Social Networking Sites:

As a student at CMS, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. If your behavior on social networking sights causes a substantial disruption to the educational environment at CMS, you can be disciplined, suspended or expelled from school.

Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered "Social Networking" platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important the CMS students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any on-line social network sites and/or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, your Student Handbook. As a CMS student, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

Guidelines for Students:

Your guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment. As a student at CMS you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.
2. Be aware that community members, family and potential current and future employers and college admission offices often access information you place on on-line social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.
4. Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.

5. Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
6. Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc....is liable (civil and criminal) for your actions as a minor as well.

Things students should avoid:

1. Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers, or coaches, student-athletes, administrators or representatives of other schools.
2. Demeaning statements about or threats to any third party- (Including support of demeaning statements and threats.) Don't respond to these.
3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of an unreported felonies, crimes, thefts, or damage to property or unethical behavior.
6. Indicating knowledge of unreported school or team violation – regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when. Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director. **The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.**

Adopted: April 26, 2004

Revised: August 25, 2014

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student; or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive

school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may consider the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- 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 in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or 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.

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 the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~ their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct 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 conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. 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 students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged

perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team 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 bullying or other prohibited conduct.

RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. 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 prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district ~~staff~~ personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students'

knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or 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.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
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 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
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 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

POLICY REGARDING CLASSROOM MOVIES

(Movies as used in this policy shall mean full length commercial movies or made for T.V. movies, but shall not include educational films whose primary function is to inform).

Teachers utilize movies in their classrooms to support and supplement their instruction. To ensure that these movies are not offensive, the staff submits a list to the building principal for approval. The movies are evaluated based on their ratings, age appropriateness, and teacher recommendation. No "R" rated films shall be approved. After approval, the principal will publish the approved list. This list will be updated at the beginning of the second semester.

1. A parent or student may request that the student be excused from viewing any movie. The student's grade will not be affected in any way and the teacher shall assure that the student will not be embarrassed or discriminated against because they choose not to view the film.
2. In the event a movie is not included on the list and subsequently the teacher wishes to show it, the movie must be discussed and previewed as necessary with the principal. The teacher will send notification to parents prior to the movie being shown.

TEXTBOOK CARE AND INSPECTION

At the beginning of the school year, each teacher will record student textbook numbers. Students are to write their names in the appropriate place in the front of the textbook. A textbook inspection day will be announced toward the end of the school year. Each student must bring to class on that day the textbooks that were issued to them. On inspection day, students' books will be checked to see that they have the books they were issued at the beginning of the year. If a student has a book with some other number than the record shows, they obviously have acquired that book from some other student. Books will be checked for damage in the following ways:

1. Writing in the books
2. Torn pages
3. Missing pages
4. Broken covers, etc.

If a student has damaged his/her textbook in one or more of the above ways, he/she must make restitution in some way or another. If the damage can be corrected by the student, that form of restitution is most desirable. If, however, the damage cannot be corrected or if the student refuses to correct the damage, fines may be imposed in accordance with the following schedule.

Mutilated or lost books cost of book depreciated.

Value of books are calculated in this manner:

- | | |
|--------------------------|--|
| First year: 100% of cost | Third year: 50% of cost |
| Second year: 75% of cost | As long as book is usable: 50% of cost |

The procedure is as follows:

1. Fines will be listed on a "fine report".
2. Art, phy. ed., etc. will record any material fines on the fine report.
3. The fine reports will be turned into the office upon which the students will be notified.

SELECTION OF LIBRARY BOOKS AND MATERIALS

The following guidelines are established for the orderly selection of Library Books and Materials.

1. Books and other library materials shall be recommended for purchase by the professional library personnel employed by the school district.
2. Teachers, administrators, and other staff members may recommend to the professional librarian purchases of library books and materials based on their curricular objectives.
3. The professional librarians shall whenever possible refer to book reviews or other reference material prior to ordering books and materials for the library.

The following procedure is established for processing and responding to challenges of library books and materials:

1. The person requesting removal or reconsideration of a book or other material shall complete the appropriate form and return it to the principal of the school involved. Forms can be picked up in the principal's office.
2. The principal shall refer the objection to the Committee for re-evaluation of materials which shall be comprised of staff, administration, and school board.
3. The Superintendent of Schools shall serve as the chair of the committee and is responsible for setting meetings and making appropriate reports.
4. The Committee for Reevaluating of Materials shall meet within 20 days of receiving the objection, render a decision within 30 days, and make a written report to the school board and to the objector.
5. The objecting party has the right to grieve the decision of the committee to the school board.
6. A complete copy of this policy can be obtained in the school district office.



Internet and Electronic Mail **Parent Permission Letter/Form**

Central Schools (For the 2020-2021 School Year)

We are pleased to offer students of the Central Schools access to a District computer network for electronic mail (e-mail) and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return this form to be on file in the principal's office.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that even though the school filters many inappropriate web sites some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resource opportunities, exceed its disadvantages. But ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Central Schools supports and respects each family's right to decide whether or not to apply for access.

Students using school computers are responsible for good behavior just as they are expected in a classroom or a school hallway. General school rules for behavior and communications apply when using the school's computers and network. **ACCESS IS A PRIVILEGE – NOT A RIGHT.** Access entails responsibility.

Network storage areas, Email accounts, and computer files may be treated like school lockers. School and network administrators may review files and communications with just cause to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers would be private.

As outlined in Board policy and procedures on student rights and responsibilities, (copies of which are available in school offices and on the school web site), the following is considered to be examples of unacceptable use.

1. Students will not use chat rooms and will not access electronic mail (Email) account(s) other than an assigned Central School District electronic mail service. Access to commercial email account(s) will require specific written authorization from School Administration.
2. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
3. Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
4. Users will not use the school district system to access, review, upload, download store, print, post, or distribute materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
5. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
6. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

7. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
8. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
9. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
10. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
11. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
12. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
13. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

Violations may result in a loss of access as well as other disciplinary or legal actions.

User Agreement and Parent Permission

(Please PRINT) Student Name: _____

I have read and do understand the school district policies relating to acceptable use of the Internet and agree to abide by them. I further understand that any violation of the policies above is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student Signature

Grade

Date

As the parent or guardian of this student, I have read the school district policies relating to acceptable use of the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and

when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian Signature

Telephone

Date

Date _____

HAZING PROHIBITION POLICY

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in any act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, 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 deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

[NOTE: Proper reference should be made to the appropriate handbooks in each school district.]

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

Legal References: Minn. Stat. & 127.465 (Hazing Policy)
Minn. Stat. & 127.26 to 127.39 (Pupil Fair Dismissal Act)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal off School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

SEARCHES OF LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON POLICY

School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant. Additionally, school officials have the right to search student's personal possessions and the student's person.

CMS VOICEMAIL AND EMAIL ADDRESSES

Administration:

Mr. Larson (Principal)	467-7101	rlarson@isd108.org
Mrs. Nelson (M.S. Secretary)	467-7202	anelson@isd108.org

Dean

Joe Kley	467-7201	jkley@isd108.org
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6th grade staff:

Mrs. Curson (Math, Reading)	467-7227	jcurson@isd108.org
Mr. Wroge (Science, Reading)	467-7216	jwroge@isd108.org
Mrs. Kroells (Social, Reading)	467-7217	lkroells@isd108.org
Mrs. Wroge (Reading Coordinator)	467-7206	mwroge@isd108.org
Ms. Street (Reading)	467-7113	kstreet@isd108.org

7th grade staff:

Mr. Erickson (Science 7 & 8)	467-7208	serickson@isd108.org
Mrs. Fuhrman (Math 7 & 8)	467-7210	mfuhrman@isd108.org
Mrs. Korthals (English 7 & Lang. Arts. 8)	467-7211	lkorthals@isd108.org
Mr. Halbach (Social 7 & 8)	467-7212	chalbach@isd108.org

8th grade staff:

Mr. Erickson (Science 7 & 8)	467-7208	serickson@isd108.org
Mrs. Fuhrman (Math 7 & Algebra 8)	467-7210	mfuhrman@isd108.org
Mrs. Korthals (English 7, LA 7 & Lang. Arts. 8)	467-7211	lkorthals@isd108.org
Mr. Halbach (Social 7 & 8)	467-7212	chalbach@isd108.org
Mr. Degler (Algebra)	467-7146	wdegler@isd108.org
Mrs. Wroge (English 8)	467-7206	mwroge@isd108.org
Mrs. Ludford (Algebra 8)	467-7128	cludford@isd108.org
Mrs. Hammers (Social 8)	467-7127	shammers@isd108.org

M.S. Specialists:

Mr. Bollum (Phy Ed 6)	467-7130	jbollum@isd108.org
Mr. Oak (Phy Ed 7&8/Health 7)	467-7214	koak@isd108.org
Mr. Mesik (Ind. Tech 7)	467-7144	jmesik@isd108.org
Ms. Sarah Schurmann (Ind. Tech. 8)	467-7145	sschurmann@isd108.org
Mrs. Kester (Community Issues 7)	467-7125	akester@isd108.org
Ms. Williams (Art 6, 7 & 8)	467-7142	awilliams@isd108.org
Mr. Hallquist (Comp. Apps. 6 & 8)	467-7166	ekornqable@isd108.org
Ms. Panning (STEM 8)	467-7129	lpanning@isd108.org
Ms. Leonard (6, 7, & 8 Choir)	467-7209	klippert@isd108.org
Mr. Halpaus (6, 7, & 8 Band & Lessons)	467-7143	ahalpaus@isd108.org

Mrs. Shanahan (ESL)	467-7131	mshanahan@isd108.org
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Special Education:

Ms. Ische	467-7222	mische@isd108.org
Mrs. Sawyer	467-7220	ksawyer@isd108.org
Ms. Gort	467-7136	tqort@isd108.org

Support Services

Mrs. Bixby (School Nurse)	467-7110	mbixby@isd108.org
Ms. Gales (School LPN)	467-7306	lgales@isd108.org
Mr. Tousley-Adelman (School Counselor)	467-7108	ptousley@isd108.org
(Social Counselor)	467-7111	
Ms. Hjelseth (Psychologist)	467-7003	lhjelseth@isd108.org
Mrs. Gronseth	467-7119	dgronseth@isd108.org

Attendance Line	467-7204	(Call before 9:00 in the morning)
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2022-2023 Organization Items –July 2022

Rate of Pay:

School Board Members – \$65 per meeting

Mileage rate: Federal IRS Rate

Facilities designated as official depositories for District are Citizens State Bank of NYA, Old National Bank, Security Bank, MN School District Liquid Asset Fund, and MN Trust.

Designation of Amy Groschen and Lynn Peterson to have authority to make Electronic Fund Transfers (EFT) for financial and payroll purposes.

Regular Board meetings: Fourth (4) Monday of each month at 6:00 PM, CHS Media Center
- exceptions: December move to 3rd Monday (December 19); August 2023 move to 2nd Monday (August 8)

Official school newspaper: News and Times

Committees remain in place until January 2023 Board Meeting.

Lunch Fees:

Elementary:

\$1.75 – Breakfast

\$3.00 – 1 meal (Type A lunch)

\$.60 – 1 milk

\$0 – 1 meal (reduced price/Type A lunch)

Middle and High School:

\$1.75 – Breakfast

\$3.20 – 1 meal (Type A lunch)

\$.60 – 1 milk

\$0 – 1 meal (reduced price/Type A lunch)

Adults:

\$2.25 - Breakfast

\$4.35 – 1 meal

Non-Certified Substitute Rate for 2022-2023 School Service Employee General Salary Schedule, Level 1, Minimum

2022-2023 Substitute Pay for Certified Teachers: \$125 per day

2022-2023 Fee Schedule

Athletic Admissions:

Adult - \$6

Student - \$4

Pre-School Student – Free with adult

Golden Age Pass – Free to all persons 65+ years

Athletic Activity Pass (Non-transferable)

Student (Elem., Middle & High) - \$40

Couple (Husband & Wife) - \$100

Single Adult - \$60

Family Pass - \$150

Other Event Admissions:

Other events such as Triple A, Prom, Homecoming, and Concerts, will be charged an admission or a free-will offering collected. (School age and up, till age 65.)

Free Activity Passes:

Anyone who is a non-paid volunteer for any extra-curricular activity for District #108, including Community Education, will receive one single person Central Raider free activity pass. This pass will allow these individuals free admission into any and all school extra-curricular activities, excluding tournaments. This pass will be issued to individuals who are termed “regular volunteers” and will be given out to those who help out more than twice in an activity. These passes will be good for the entire school year and will be given out once the volunteers are determined by the Community Education Director, Activities Director, or building Principal.

A Central Activity pass will be provided for any staff members upon request from a building principal. These passes will be issued with the purpose of encouraging attendance at Central activities and basic supervision of students.

2022-2023 Participation Fees:

Category I – \$120

Major HS Sports (grades 9-12)

Football, Basketball (Boys & Girls), Wrestling, Volleyball, Dance Team, Soccer (Boys & Girls)

Category II – \$100

All other Senior High Sports (grades 9-12)

Category III – \$80

Middle School Sports (grades 7-8)

Cheerleading (grades 7-12)

Robotics

Speech

Category IV – \$50

Swing Choir, Stage Band, Play, One-Act Play

Others:

International Club - \$20

FFA - \$20

FCCLA - \$20

Knowledge Bowl - \$40

Math Team - \$20

Maximum Per Family – \$440

All fees must be paid by the conclusion of the first week of practice.

Student Parking Permit: \$25.00

Convenience Fee: A convenience fee of \$3.00 will be assessed to the payer for each transaction processed through Infinite Campus.

2022-2023 Auxiliary Pay Schedule

Football

One Timekeeper/Scoreboard Operator - \$50/person
One Announcer - \$40
Chains Worker: \$15/person/per game
Student Worker: \$10.50/hr.

Soccer

One Announcer - \$50
One Scorebook - \$50
One Student Worker \$10.50/hour

Basketball (Boys and Girls, A&B games)

One Timekeeper/Scoreboard Operator - \$50/person
One Scorer - \$50
One Announcer/Shot clock - \$50
The same person will work both A&B matches
Student Worker: \$10.50/hr.

Wrestling (A& B games)

Two people at the table - \$50/person
The same person will work both A&B matches
Student Worker: \$10.50/hr.

Volleyball (A&B games)

One Timekeeper - \$50
One Scoreboard Operator - \$50
The same person will work both A&B games
Two adults on the line for both A&B - \$25/person/match
Student Worker: \$10.50/hr.

Track

One Starter - \$135/meet or a negotiated amount
Timers - \$45/meet
Field Events - \$45/meet
Student Workers - \$10.50/hr.

Cross Country

Adult Workers - \$50/meet
Student Workers - \$10.50/hr.

Speech

Judge - pay decided by host school

Softball

If necessary, pay will be based on the same rate as the pay for football, basketball, and wrestling workers.

Baseball

If necessary, pay will be based on the same rate as the pay for football, basketball, and wrestling workers.

Athletic Officials

Grade 9 - \$50/game/official or negotiated amount

“B” Squad - \$55/game/official or negotiated amount

7th Grade - \$45/game/official or negotiated amount

8th Grade - \$45/game/official or negotiated amount

Umpires and Referees negotiable

Ticket Takers

\$40.00 per night

Post-Season Athletic Activities Bus Chaperone

\$75/person

2022-2023 Meet & Confer Dates and Time: Thursday, September 15, 2022, Tuesday, November 1, 2022, Wednesday, February 1, 2023, 5 pm.

Minnesota State High School League
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
763-560-2262, Fax: 763.569.0499

Application for DISSOLUTION of Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

Girls Soccer beginning with the 2022-2023 school year.
(activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

	School	City
High School #1:	Central Public Schools	Norwood Young America
High School #2:	Mayer Lutheran	Mayer
High School #3:	Lester Prairie	Lester Prairie
High School #4:		

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?
- ☒ Yes A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, MUST be included with this application.
- ☐ No DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School		
High School #1	A	B	<u>C</u>
High School #2	A	B	<u>C</u>
High School #3	<u>A</u>	B	C
High School #4	A	B	C

- Reason for the Dissolution
- A. Our school is dropping the activity.
- B. Our school will sponsor this activity without a cooperative sponsorship.
- C. Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.

Signature of the person duly authorized by the member school to act on behalf of the member school.

High School #1: Central
Designated School Representative

Central Director of Activities
Title of the Designated School Representative

High School #2: Mayer Lutheran
Designated School Representative

Mayer Lutheran
Title of the Designated School Representative

High School #3: Lester Prairie
Designated School Representative

Superintendent
Title of the Designated School Representative

High School #4: _____
Designated School Representative

Title of the Designated School Representative

Official Action of the MSHSL Board of Directors

☐ Approved

☐ Not Approved

Signature: _____
MSHSL Executive Director

Date: _____

Minnesota State High School League
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735
763-560-2262, Fax: 763.569.0499

Application for Cooperative Sponsorship

Deadline: Not later than 30 days prior to the first day of practice for that sport season.
PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of **Girls Soccer**
beginning with the **2022 - 2023** school year.

(activity) (boys' or girls') (Adapted-CI or PI)

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	Central Public Schools	341	Norwood Young America	2A	2A
High School #2:	Sibley East Public Schools	351	Arlington	2A	2A
High School #3:	Mayer Lutheran	165	Mayer	2A	2A
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
☐ **Yes** This application must include a review and comments from the conference(s) of which the schools are members.
☒ **No Both the MN River Conference and Region 2A unanimously approved the co-op.**
- Do any of the above schools currently have a cooperative agreement in this activity?
☒ **Yes** An application for dissolution must be submitted for the existing agreement... Lester Prairie will be removed from current co-op. Form will be submitted.
☐ **No**
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards)) Sibley East wanted to offer Girls Soccer but does not have enough to run without a co-op. Lester Prairie does not currently have any girls interested, so it made sense to add Sibley East to our current co-op between Central and Mayer Lutheran. We are currently at about 29 students that have expressed that they will participate in girls soccer this school year.

- List the number of students, by grade level, who participated in this activity during the previous year. *If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.*

	7th	8th	9th	10th	11th	12th
High School #1	7	5	2	3	2	3
High School #2	0	0	0	0	0	0
High School #3	0	1	0	3	2	4
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): Mayer Lutheran/Central
- Team Colors: Red, Black – will explore new colors next season. Team Mascot: - None at this time
- Host School (school that will receive revenue share check): Central Public Schools

Board of Education (or designee)	School	Date
Signed: <u>[Signature]</u> AD	<u>Central Public Schools</u>	<u>7-14-22</u>
Signed: <u>[Signature]</u> AD	<u>Sibley East</u>	<u>7-14-22</u>
Signed: <u>[Signature]</u> AD	<u>Mayer Lutheran</u>	<u>7-14-22</u>

Official Action of the MSHSL Board of Directors

☐ Approved

☐ Not Approved

Signature:

Date:

MSHSL Executive Director

BE IT RESOLVED by the School Board of Independent School District No. 108, as follows:

1. The period of filing affidavits of candidacy for the office of school board member of Independent School District No. 108 shall begin on August 2, 2022, and shall close on August 16, 2022.
2. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 p.m. on August 16, 2022.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the News and Times the official newspaper of the district, at least two weeks prior to the first day to file affidavits of candidacy.
4. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten days prior to the first day to file affidavits of candidacy.
5. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR
ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 108
NORWOOD YOUNG AMERICA, MINNESOTA**

July 25, 2022

Richard Schug - Clerk

		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Ap	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Sta					
District Info.		Enter Information		District Info.	
District Name:		Central Public Schools		Date:	
District Number:		108		7/27/2022	
District Contact Name:		Tim Schochenmaier		Email:	
Contact Phone #		952-467-7000		tschochenmaier@isd108.org	
Fiscal Year					
Expenditure Categories		2022 (base year)	2023	2024	2025
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.					
Finance Code	Category (1)				
347	Physical Hazards	\$784	\$12,000	\$12,000	\$12,000
349	Other Hazardous Materials	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$40,714	\$45,000	\$45,000	\$45,000
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0
363	Fire Safety	\$7,557	\$10,000	\$10,000	\$10,000
366	Indoor Air Quality	\$7,282	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$56,337	\$67,000	\$67,000	\$67,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year					
Finance Code	Category (2)				
358	Asbestos Removal and Encapsulation	\$25,000	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$25,000	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151					
Finance Code	Category (3)				
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0
Accessibility					
Finance Code	Category (4)				
367	Accessibility	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects					
Finance Code	Category (5)				
368	Building Envelope	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$75,000	\$75,000	\$75,000
370	Electrical	\$0	\$30,000	\$30,000	\$30,000
379	Interior Surfaces	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$0	\$120,000	\$120,000	\$120,000
381	Plumbing	\$0	\$65,000	\$65,000	\$65,000
382	Professional Services and Salary	\$80,000	\$0	\$0	\$0
383	Roof Systems	\$3	\$0	\$0	\$0
384	Site Projects	\$170,000	\$0	\$0	\$0
Total Deferred Capital Expense and Maintenance		\$250,003	\$290,000	\$290,000	\$290,000
Total Annual 10-Year Plan Expenditures		\$331,340	\$357,000	\$357,000	\$357,000

Long-Term Facilities Maintenance Expenditure Categories used in the Excel Spreadsheet Template

Category 1: Health and Safety Expenditures by Uniform Financial and Accounting Reporting Standards (UFARS) Finance Codes 347, 349, 352, 358, 363 and 366 (this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366).

projects for Fiscal Year (FY) 2023 and FY 2024. The later years can be a rough estimate. Fiscal 2022 is an estimate of what the **final** UFARS expenditures will be. Once the FY 2022 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2022 Health and Safety (H&S) expenditures on the Health and Safety Data Submission System Category 1 excludes projects costing \$100,000 or more for asbestos removal or encapsulation fire safety, and indoor air quality as they are entered under Category 2 as listed below. Also enter FY 2022, FY 2023 and FY 2024 totals per finance code in the Health and Safety Data Submission on the Minnesota Department of Education (MDE) website (MDE homepage > Districts, Schools and Educators > Business and Finance > Data Submissions, then select the Health and Safety category) so hold harmless revenue calculates properly on the levy.

Category 2: Health and Safety Expenditures by UFARS Finance Code for Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Quality projects costing \$100,000 or more per Project, per Site, per Year.

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, or indoor air quality as they generate additional revenue. Also, enter FY 2022, FY 2023 and FY 2024 H&S projects costing \$100,000 or more **on a separate line** in the Health and Safety Data Submission System on the MDE website (the project description should include the site name and whether it is financed by “pay-as-you-go” or bonded dollars).

Category 3: Remodeling for Approved Voluntary Prekindergarten (VPK) Program

If the district has an approved VPK program include planned expenditures for remodeling projects.

Category 4: Americans with Disabilities Act (ADA) Accessibility Projects

Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district’s ADA/Section 504 disabled access transition plan and the current ADA Accessibility Guidelines for Buildings and Facilities, as well as applicable state and local building and fire codes.

Category 5: Deferred Maintenance Projects by UFARS Finance Code.

Facility deferred maintenance projects are broken into nine finance codes. Each code represents a component grouping of a building designed to ease assignment of a project into the proper code. The code breakdown is also meaningful for comparison of costs among school districts and to the Minnesota legislature to assess school facility costs and the ongoing need for facility funding.

Additional Documentation

Category 2 Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Projects \$100,000 or over per Project, per Site, per Year

For districts with asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2023 or FY 2024 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

- a. For **asbestos removal and encapsulation projects**, give a description of the type and amount of asbestos and the scope of the project including an engineer or contractor estimate of the cost -***narrative from contractor/professional engineer - on company letterhead and signed by a company contractor/engineer.***
- b. For **fire safety projects**, include a project description and an estimate of the cost ***from the professional engineer.*** If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction over the review of the fire suppression rework, but the State Fire Marshal should be contacted for final review and approval; otherwise, the fire suppression rework requires an order from the state fire marshal, schools division. If replacing a fire alarm system which is inoperable, ***submit State Fire Marshal orders to substantiate.*** Voice activated systems cannot be installed in existing systems unless their are Fire Marshal orders authorizing replacement due to in operable system.
- c. For **indoor air quality projects**, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standards and include an estimate of cost from the project engineer. Also, include a floor plan to reflect classrooms affected and a report listing cubic feet per minute (CFM) ratings (current and projected ratings at completion of project) - ***narrative from professional engineer on company letterhead and signed by professional engineer.***

Category 3 Approved Voluntary Prekindergarten (VPK) Program - Remodeling Costs

For districts with an approved voluntary prekindergarten program under section 124D.151, a narrative describing the project to remodel existing instructional space to accommodate kindergarten instruction. In the narrative, describe the square footage and use of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space. This narrative may be the same narrative submitted to MDE as part of the application to obtain approval for the voluntary prekindergarten program under section 124D.151.

Category 5 Deferred Maintenance Projects costing \$2,000,000 per Project, per Site, per Year

For districts with deferred maintenance projects for FY 2023 or FY 2024 costing \$2,000,000 or more per project, per site, per year, a narrative describing each project in greater detail is required. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for Long-Term facilities maintenance revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees - ***narrative from professional engineer/architect.***

Updating the Health and Safety Database

The Minnesota Department of Education (MDE) will continue to use the existing Health and Safety (H&S) database (located on the MDE website under MDE > Districts, Schools and Educators > Business and Finance > Data Submissions, select Health and Safety) to drive levy processing for fall levies. Districts enter summary data by finance code, consistent with the summary data for Fiscal Year (FY) 2022, FY 2023 and FY 2024 included on the district's ten-year plan expenditure spreadsheet. Detailed information by project will still be required for asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year since those generate additional revenue over and above the Long-Term Facilities Maintenance (LTFM) formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The Health and Safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information.

When comfortable with data and assumptions, a district should **enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet and the Health and Safety Data Submission System**. Hold harmless revenue depends on the year's H&S costs plus deferred maintenance revenue for districts that did not qualify for alternative facilities revenue. Hold harmless for an alternative facilities school district is health and safety plus an amount to fund the other ten-year plan projects. For FY 2022 and later, MDE is asking school districts to enter **totals by finance code** from the expenditure spreadsheet in the **Health and Safety Data Submission System** (instructions on how to enter H&S data on the data submissions website may be found on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance, then select "Health and Safety Website Instructions" (these instructions may also be found on the Health and Safety Data Submission System). MDE uses the submission system to load the prior law calculation H&S amount into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the health and safety line under the old law revenue and the calculation is inaccurate. An alternative facilities school district should not include the amount in both the Health and Safety Data Submission System and in the revenue amount entered for deferred maintenance ten-year plan projects levy as the H&S levy will be doubled. In the Health and Safety Data Submission System, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety or indoor air quality) costing \$100,000 or

Note: School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system on a regular basis to accurately cost estimate decreases or increases for applicable fiscal years.

Make sure to update the system for final, audited UFARS H&S financial data (reference the 21-22 UFARS Turnaround Report titled **Expenditure by Finance Code Report** on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Enter your school name, view all reports, select UFARS Turnaround Reports category, select 21-22 school year, under Report select "All" and then List Reports.

Long-Term Facilities Maintenance

Scenario	Project Description
A - Fund 01	Project(s) between \$100,000 to \$1,999,999 per site for finance codes 358, 363 and 366 funded on a pay as you go basis with excess funds remaining.
B - Fund 06	Project(s) \$2 million or more per site for Finance Codes 358, 363 and 366, funded with pay as you go (no debt issued) project is completed with excess funds remaining.
C - Fund 06	Project(s) between \$100,000 to \$1,999,999 per site for Finance Codes 358, 363 and 366, funded with debt, with excess funds remaining.

D - Fund 06	Project(s) \$2,000,000 or more per site for Finance Codes 358, 363 and 366, funded with debt with excess funds remaining.
E - Fund 01	Funding in Fund 01 has accumulated over time providing for a project over \$2 million per site.
F - Fund 06	Project(s) \$2 million or more per site funded with pay as you go (no debt issued), project is completed with excess funds remaining.

G - Fund 06	Project(s) under \$2 million per site funded with debt issued, project is completed with excess funds remaining.
H - Fund 06	Project(s) \$2 million or more per site funded with debt, project is completed with excess funds remaining.
Long-Term Facilities Maintenance Guide for Transfers	
end of worksheet	

ce (LTFM) Fund Transfers as of 12/29/16

Conclusion	Minnesota Statutes	Funds
No fund transfer required. MDE will adjust revenues based on the lesser of actual expenditures or approved costs.	123B.595 (reserve)	
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the project. At the completion of the project any amount that was transferred in excess of expenditures must be returned to Fund 01. MDE will adjust revenues in the general fund based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
At the conclusion of the project, if the district does not have further approved LTFM projects in Finance Codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in Finance Codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for Finance Codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7

At the conclusion of the project, if the district does not have further approved LTFM projects in finance codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in finance codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved 467 Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for finance codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.	123B.595 (reserve)	1 to 6 to 1
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.	123B.595 or MN Laws 2015, 1st SS, Ch 3, Art 7, Sec 19	1 to 6 to 1

At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer), 475.65	6 to 7
At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer), 475.65	6 to 7

RESTRICTED GRID CODES			
Program Code(s)	Finance Codes	Object Code	Source Code
865 and 867	358, 363 and 366	910	649
866	358, 363 & 366	910	649

867	358, 363 and 366	910	649
Fund 01-865 867	Fund 06- All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

865	All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

Journal Entry
No Entry Required
Entry 1: Debit Expense 01-005-865-3XX-910-000 Credit Revenue 06-005-867-000-649-000 Correcting Entry to Return Funds: Debit Revenue 06-005-867-000-649-000 Credit Expense 01-005-865-3XX-910-000
Debit Expense 06-005-866-3XX-910-000 Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-867-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
Credit Expense 01-005-865-3XX-910-000

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
Credit Expense 01-005-865-3XX-910-000

Debit Expense 06-005-865-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-865-3XX-910-000
Credit Revenue 07-005-000-000-649-000