

**MINNEOTA HIGH SCHOOL  
STUDENT HANDBOOK**

[www.minneotaschools.org](http://www.minneotaschools.org)



**2018-2019**

August 2018

The school district believes that a fair and equitable district-wide school policy contributes to the quality of a student's whole life educational experience. Therefore, this district-wide school student handbook has been adopted as school policy. All school district policies affecting students are in the 500 series of the policies and a complete listing can be found on the school district website.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel, who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

### Academic Eligibility

**For full policy, please refer to ISD #414 [School Board Policy 641](#).** This policy is meant to consistently track students and their academic progress. This policy will provide checkpoints approximately every three weeks for our students and will enable support systems to help students in a quicker fashion. This policy will feature improved teacher/student communication, teacher/parent communication, school district/parent communication, and school district/coach/adviser communication.

### Academic Grade Check Schedule

The following schedule will be followed for the implementation of grade checks.

#### Grade Check Dates:

##### Quarter 1:

9/26/18 – 3 wk check (10/03/18)  
10/16/18 – 3 wk check (10/23/18)  
11/02/18 – End of Quarter 1

##### Quarter 2:

11/21/18 – 3 wk check (11/28/18)  
12/12/18 – 3 wk check (12/19/18)  
01/17/19 – End of Quarter 2

##### Quarter 3:

2/06/19 – 3 wk check (2/13/19)  
2/27/19 – 3 wk check (3/06/19)  
3/22/19 – End of Quarter 3

##### Quarter 4:

4/10/19 – 3 wk check (4/17/19)  
05/01/19 – 3 wk check (5/08/19)  
5/30/19 – End of Quarter 4

\*\*\*dates in parentheses represent the one-week grace period grade check

\*\*\*end of the 4<sup>th</sup> quarter may be different due to makeup snow dates

\*\*\***Students with disabilities/IEP will not be subject to discrimination.**

## Attendance - Purpose

For full policy, please refer to ISD #414 [School Board Policy 503](#).

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

Please note: Parents may excuse their child up to 10 times per semester. After that a doctor's note is required for excused absences.

Except when escorted by a staff member, any student leaving the building during class time must SIGN OUT in the office and SIGN IN upon return.

Teachers **may not send students home or on errands** which will take them out of the school building. All such requests are approved by the principal or his designee.

## Attendance - Participation in Extracurricular Activities

- This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
- School-initiated absences will be accepted and participation permitted.
- A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- If a student is suspended from any class, he or she may not participate in any activity or program that day.
- If a student is absent from school due to illness, student must be in school by the end of 2<sup>nd</sup> period to participate in practice, games, contests, or concerts.
- In order for a student to participate in a practice, or event, he/she must be signed in by 10:00am. Any student who leaves school ill after 10:00am for any length of time is unable to participate in practices or events. Exceptions will include dental/medical/legal appointments, family emergencies, funerals, religious events and/or school related activities. All appointments must be accompanied by communication (note, phone call, e-mail) from a parent per standard district procedure. Any other exceptions must be approved by the Activities Director or High School Principal.

### Attendance - Tardiness

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. It is a student's basic responsibility to get to school and class on time.

Students tardy at the start of school must report to the school office for an admission slip.

Tardiness between periods will be handled by the teacher and tracked through JMC Period Attendance. Parents can monitor via Parent Portal.

Please refer to the discipline matrix for consequences regarding tardies.

### Backpacks

No backpacks will be allowed in the classrooms for all 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> graders during the 2018-2019 school year. Starting with the 2019-2020 school year, no backpacks will be allowed in the classrooms in the entire high school.

### Building and Grounds

Student will be permitted in the school building before and after school or at night if he/she is actively participating in a school activity.

The appearance of the buildings and grounds reflects the character of the people within the building. Please help us to maintain a clean, bright, and cheerful appearance.

No student or adult is allowed in the building unless under the direct supervision of a faculty member or coach/advisor. The supervising faculty member or coach/advisor shall be the first to arrive and the last to leave the building.

### Bullying Prohibition Policy

**For full policy, please refer to ISD #414 [School Board Policy 514](#).**

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.

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

- an 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
- 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.

"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.

### **Bus Rules and Behavior**

Please refer to 4.0 Bus Policy.

### **Cell Phones/Electronic Devices/Office Phones**

Students will be able to use their phones in the hallways between classes and during lunch. When they enter the classroom, they will turn their phones in to their teacher. It may look a little different in each room, but there will be a designated spot to turn in their phones. Having them in the classroom turned in is a safer option than leaving them in unlocked lockers in the hallway. If a student refuses to turn in their phone, they certainly can make that choice. Teachers will not be checking to see which student has or has not turned in phones each hour. If a student is caught using their phone in class or it goes off (in their pocket/bag) causing a distraction and they haven't turned their phone in, it will be confiscated and turned into the office. The principal will be issuing a detention (per the discipline matrix) and will keep the phone until the end of the day. The 2<sup>nd</sup> time this happens, the phone will be kept in the office overnight or until a parent picks it up. These consequences never come into play if a student turns their phone in at the beginning of the hour.

- The office phone should only be used for emergency calls.
- Cell phones are not allowed to be used in the locker rooms or changing areas!
- The unauthorized taking of pictures or video of students, faculty, and/or adult staff is strictly prohibited.
- Earbuds/headphones are not allowed during passing time, lunch, or school assemblies.
- No cell phones, head phones/earbuds, or electronic devices may be used during class without the teacher's permission. Teachers may confiscate such devices being used inappropriately and turn them into the principal. Please refer to Discipline Matrix for consequences.

## Changing Schedules

Students need to make an appointment with the counselor to request a change in their class schedule. Any student who wishes to change classes must do so within four days after the start of each semester. If the request is approved, a drop/add slip will be given to the student. Students need to get the proper signatures before the drop/add period is over and resubmit the form to the counselor. The change will not be made unless the slip is returned with the proper signatures within the 4 day drop/add window. Students will not be allowed to drop a class after the deadline, unless approved by the high school principal. **PSEO (all college-credit bearing classes) students who drop a class after the deadline (for full-reimbursement) will receive an “F” on their high school transcript for that class. Part-time PSEO or students who are enrolled in online classes have a right to be in the building but will be assigned to a study hall and be expected to adhere to all school rules/policies.**

## Counseling and Guidance

Colleges, technical, and private school representatives visit with Seniors and Juniors on a continuing basis during the school year. Also available are representatives from the Armed Services which include the Army, Navy, Air Force, Marines, and Minnesota National Guard. Students are to sign up and secure passes 24 hours in advance from the counselor to visit representatives.

Early in October, the college oriented testing programs begin and continue during the year. Tests include the American College Testing Program (ACT), the Scholastic Aptitude Test (SAT), the Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test (PSAT/NMSQT) for Junior students.

Immediately in the fall, seniors should begin applying for colleges and technical schools as well as looking into scholarships. In January, we will offer financial aid meetings for Seniors and their parents. In March, Seniors may begin applying for the local Dollars for Scholars program.

Students in Grades 11-12 will meet with the counselor in order to discuss graduation requirements, career choices, class schedules, and post-high school plans. Students in Grades 9-10 will meet with the counselor during the school year to discuss graduation requirements and post-secondary plans.

Students are encouraged to visit with the counselor or principal about graduation requirements, career choices, class schedules, as well as personal issues.

The Counselor and High School Principal can also help students when referrals are necessary for Health and Community Services, Social Services, Vocational Rehabilitation, Speech Therapy, post-high school educational and occupational information.

## Disciplinary Action

Disciplinary Action may include, but is not limited to:

- Meeting with the teacher, counselor, or principal;
- Detention\*
- Loss of school privileges;
- Loss of extra-curricular and co-curricular participation (MSHSL and District Policy);
- Parental conference with school staff;
- Modified school programs;
- Removal from class\*;
- Suspension\* - prohibiting a student from attending school for a period of no more than ten school days. If a suspension is longer than five days, the principal will provide the superintendent with a reason for the longer suspension.
- Exclusion\*; and
- Expulsion\*;
- Referral to proper legal authorities;
- Restitution for damages incurred;
- School board involvement;
- In-school suspension.

## Dress Code

ISD #414 [School Board Policy 504](#)

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). School Administration is responsible for enforcing this policy.
- B. Appropriate clothing includes, but is not limited to, the following:
1. Clothing appropriate for the weather.
  2. Clothing that does not create a health or safety hazard.
  3. Clothing appropriate for the activity (i.e., physical education or the classroom).

- C. Inappropriate clothing includes, but is not limited to, the following:
1. “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is deemed inappropriate. Jeans with inappropriate tears, cuts or holes.
  2. Clothing bearing a message that is lewd, vulgar, or obscene.
  3. Apparel promoting products or activities that are illegal for use by minors.
  4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Minnesota Public Schools Policy 413.
  5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations). Students are not allowed to wear a hood during the school day.
- E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
- F. “Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### **III. PROCEDURES**

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



Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

### **Extra-Curricular Activities Guidelines**

The eligibility rules of the Minnesota State High School League and those of the Board of Education will apply to all extra-curricular activities at Minneota Junior and Senior High School. Students are directed to the pamphlet titled "Rules and Regulations Pertaining to Minneota High School Student Activities."

### **Extra-Curricular Activities**

Your high school includes many groups aside from regular classroom activities in which you may participate. You are urged to take part in some of them. These activities broaden your interests and help you to develop many extra skills. Some of the activities are as follows:

Music	Robotics	Student Council	Speech	Annual Staff	
Knowledge Bowl	Math Counts	Drama	FCCLA	FFA	Trap Shooting
Peer Helpers	Athletics	National Honor Society	Dance Team	Mock Trial	

### **Extra-Curricular Events - Student Behavior at Home or Away Events**

Students attending events at Minneota High School, who in the opinion of the supervisory staff are creating a problem or involved with a group causing a problem, will be either ejected from the event or in the case of young children, elementary through ninth grade, attending a football contest or home event at the High School, the parents will be notified through either the crowd's nest or scorer's table to come and get them. If their parents are not there, they will be ejected from the event. Students in grades 10-12 will be automatically ejected from the contest. Parents, in both cases, will be further notified by letter as to the incident along with a period of time their son or daughter will not be allowed to attend home events or ride buses to away events.

Students attending an away event who are involved in inappropriate behavior will be denied the privilege of riding fan buses to future away contests for a period of time to be determined by administration. Behavior involving alcohol and/or drugs will be dealt with according to policy.

### **Fidget Spinners**

No fidget spinners or like devices are allowed in school unless IEP/504 states a need.

### **Fund Raising**

The raising of money for any cause without prior approval or consent of the building principal is not allowed. Final approval for fund raising will be determined by the Minneota School Board.

## Hazing Prohibition

For full policy, please refer to ISD #414 [School Board Policy 526](#).

## Honor Students

***Beginning with the class of 2019, graduates with an average G.P.A between 3.67 - 4.0 will graduate with distinctive honors while graduates with a G.P.A. between 3.5-3.66 will graduate with honors.***

Valedictorian and Salutatorian will be recognized at graduation.

*Class rankings will be based on students' cumulative performance for eight semesters, grades 9-12.*

## Internet Acceptable Use and Safety Policy

For full policy, please refer to ISD #414 [School Board Policy 524](#).

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

## Lunch

Our campus is considered closed during the lunch times. Students may not leave campus without prior approval from the principal. Students can still come and go from school for appointments in the ordinary fashion by having parent call the school or bringing a note and signing in/out in the high school office. There will be regular classes in session during the lunch hour. Please be respectful in the hallways.

Students, please bring lunch money to the high school office before school starts. If you have written parent permission on file in the district office, students may go through the lunch line a second time. This will be charged to your account automatically. Extra milk may be purchased. Students are responsible for remembering their own pin number.

High School students participating in the school lunch program may deposit funds in their family lunch account in the office in the morning when they arrive or, if necessary, during study halls. There will be no charging of lunches or using another student's account.

## School Meal Policy

It is the responsibility of the parents/guardians to keep their hot lunch accounts current. Verbal, email or written notices will be given when a family account has become a negative balance. In the event that a family hot lunch account exceeds a deficit of \$25.00, a written notice will be sent to parents/guardians establishing a date as to when the serving of the main meal will be refused.

If families are approved for free lunches, they will still be responsible for any charges to their account prior to the approval date of the application.

## **Nurse Guidelines**

### Head Lice

If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please contact the school nurse. If a student has signs that head lice are present, a trained staff person may check the student for live head lice.

1. First case of head lice
  - a. Contact student's parent to have student removed from school as soon as possible.
  - b. Parents will be given lice control information by school personnel.
  - c. Student will not go back to class until 24 hours after treatment is completed
  - d. Trained staff person will check affected student before he/she returns to the classroom (upon return to school, the student needs to go to the school nurse to be checked or discuss with advisor). If live lice are found, student will be sent home again – this will be repeated until no live lice are found by trained staff after student returns to school.
  - e. Student will be checked again in 10 days after return to the classroom.
2. Second case of head lice, same student
  - a. Contact parent for student to be picked up. Talk with parent and have them tell what they did to rid student, family and house from the first case of lice.
  - b. Trained staff person will check affected student before he/she returns to the class (upon return to school, the student needs to go to the school nurse to be checked or discuss with advisor). If live lice are found, student will be sent home again – this will be repeated until no live lice are found by trained staff after student returns to school.
  - c. Student will be check again in 10 days after return to class.
  - d. Other students in school may be checked if needed.
3. Third case, same student
  - a. Same as above in number two
  - b. Home visit by school nurse and/or social worker if needed.
4. School's Plan of Last Resort. (To be planned by school administration and school nurse).

## Illness or Injury

STUDENTS ARE REQUIRED TO REPORT ALL ACCIDENTS TO THE OFFICE WITHIN 24 HOURS OF THE OCCURRENCE SO THAT A WRITTEN REPORT CAN BE FILED.

In case of illness or injury in which it does not seem advisable for the child to remain in the classroom, the parents will be contacted by telephone to come to school and pick up their child. In cases where parents are not available by telephone, emergency numbers which parents have given to the school will be used and these people will be asked to come to school to pick up the child.

If parents are contacted, but for some reason they are unable to pick up their child or to authorize someone else to do so, the school will provide transportation as permitted by available personnel or equipment. If not available, the child will remain at school during school hours and will return home by his/her regular means (bus or walk) except in such cases in our opinion medical aid is needed immediately, an ambulance will be called at the parents' expense and the child will be sent to the emergency room at one of the hospitals. No student will be sent home unless there is an adult to assume responsibility for their welfare.

### IS MY CHILD WELL ENOUGH TO GO TO SCHOOL?

Please keep your child home if:

- Your child has had an oral temperature of 100 degrees or higher in the past 24 hours.
- Your child has vomited 2 or more times in the past 24 hours.
- Your child has diarrhea and/or they are not feeling well and need to use the bathroom frequently.
- Your child has a rash for which the cause is unknown, see your healthcare provider before sending them to school.
- Your child has an illness that prevents them from participating in routine activities.

Parents are asked to please NOT send their children to school when they are sick. Not only can they not function properly in school when they are sick or running a fever, but they can also expose many other students to infectious diseases.

Fever: Students are to be excluded from school if his/her temperature is 100 degrees or more. Students must be fever free for 24 hours without the use of fever reducing agents (Tylenol, Advil/Motrin, etc.) before returning to school.

Influenza: Students with Influenza A or B should be excluded from school immediately. Students should not return until the fever has been gone for 24 hours. Please notify school nurse/office if your child has influenza like symptoms which include a fever AND cough or sore throat.

### Prescription and Non-Prescription Medications

**For full policy, please see ISD #414 [School Board Policy 516](#).**

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

## Plagiarism/Cheating

**First Offense:** Zero, ISS, and one event (MSHSL, Field Trip, FFA/FCCLA, etc.)

**Second Offense:** Zero, ISS, and two events (MSHSL, Field Trip, FFA/FCCLA, etc.)

**Third Offense:** Zero, 1 day OSS, and five events (MSHSL, Field Trip, FFA/FCCLA, etc.)

**Fourth Offense:** Zero, 3 days OSS, and ten events (MSHSL, Field Trip, FFA/FCCLA, etc.)

**Cumulative for grades 7-12. This does NOT reset after each school year.**

## Pop

Pop is not allowed in classrooms. Water in clear containers that can be sealed may be allowed

## Prom

**For full policy, please refer to ISD #414 [School Board Policy 599](#).**

The Board believes that high school Prom should be limited to students in the 11<sup>th</sup> and 12<sup>th</sup> grade.

Students in 10<sup>th</sup> grade may attend prom if they are invited by an 11<sup>th</sup> or 12<sup>th</sup> grade Minneota student. Older students (students who have graduated high school) may attend if they are asked by an 11<sup>th</sup> or 12<sup>th</sup> grade student and are under the age of 21. Any student who attends another school must be granted permission from the building Principal before they are allowed to attend the Minneota Prom. All exceptions to this policy must be approved by the Principal.

## Report Cards

Report cards are issued each nine weeks. The report covers two areas, a scholastic or grade report, and a checklist report on attitudes and work habits.

The following weights are used for GPA:

A:	4.0	C:	2.0
A-:	3.67	C-:	1.67
B+:	3.33	D+:	1.33
B:	3.0	D:	1.0
B-:	2.67	D-:	0.67
C+:	2.33	F:	0

## School-wide grading scale

Letter Grade	Percentage	Grade Points
A	94-100	4.0
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	68-69	1.33
D	65-67	1.0
D-	63-64	.67
F	0-62	0.0

Your interest and classroom attitude, courtesy and cooperation and the degree which you work up to ability and accept responsibility will be reported as satisfactory or in need of improvement. Teachers use the comment section on the report card to indicate positive and/or poor work habits or conduct.

There are no weighted grades.

Incomplete work becomes an F one week after report cards are handed out. A final grade must be submitted by the instructor at that time.

**Our honor roll is divided into three sections, the Straight A Honor Roll (4.00 GPA), the A Honor Roll (3.666-3.999 GPA), and the B Honor Roll (3.33-3.665 GPA). The honor roll is published each nine week period for grades 7 and 8 and each semester for grades 9-12.**

### Removal from Class

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. The removal of a student from class shall not exceed five class periods. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student is disruptive and/or will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Mediation with student, parent, teacher and principal may be needed.

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act.

\* Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act.

\* Parents and students shall be notified in writing of violations of the rules of conduct and resulting disciplinary actions as required by the Pupil Fair Dismissal Act.

## Rules of Conduct

Disciplinary action may be taken against students for any behavior which is disruptive of good order or violates the rights of others.

School Premises include: 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.

School officials at all times possess the right to search any school property and request personal property to be searched.

## School Closing

For notice of school closing because of bad weather or other conditions, listen to Radio Marshall Radio Stations or any twin cities television station. Announcements will also be posted on the school website [www.minneotaschools.org](http://www.minneotaschools.org). SchoolMessenger will also be used to contact parents. The following procedures will be followed:

1. All practices are automatically canceled. Exceptions may be granted by the activities director, but generally only during playoffs.
2. If school is canceled, all scheduled activities and events are automatically canceled. Exceptions will be granted by the activities director, normally for tournament play.

## School Records

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

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian. Minnesota Public School will forward records to other schools and post-secondary institutions where a student is enrolling, upon the written request of the parent, legal guardian, student, school or post-secondary institution. Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their right of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Family Educational Rights and Privacy Act, Section 99.34, relating to disclosure of student records to other educational agencies or institutions. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, the school's website, student handbook, or newspaper article) is left to the discretion of each school.

## Search of Student Lockers, Desks, Personal Possessions and Student's Person

For full policy, please refer to ISD #414 [School Board Policy 502](#).

- Pursuant to Minnesota statute MS 121A.72, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker will be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.
- The policy above for school lockers also applies equally to student's desks or personal possessions as defined herein. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
- It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband on their person or in their personal possessions.

### Definitions:

"Contraband" means any unauthorized item, possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," and other materials belonging to the school district, and stolen property.

"Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, automobiles and clothing.

### Consequences:

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's student discipline policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities. If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.



## **Sexual, Religious, and Racial Harassment and Violence Policy**

For full policy, please refer to ISD #414 [School Board Policy 413](#)

## **Special Education Students**

### Pupils with Disabilities

Special consideration may be given a student for which an IEP is written should he/she be removed from class. Consideration may be given following review of the IEP to further assessment. The teacher and principal shall decide if action shall be taken and notify the parent.

Behavioral problems that arise and are of causal effect due to the disability shall be dealt by:

1. Teacher-student conference;
2. Teacher-parent conference;
3. Teacher-parent-principal conference;
4. Referral to child study team for further evaluation and modification of program if deemed necessary.

### Suspension, Exclusion and Expulsion of Students with Disabilities

1. Handled according to Minnesota Rule 3525.2470 and Minnesota Statute, Sections 127.26 to 127.39 (Pupil Fair Dismissal Act).

Behavioral problems not of a causal effect due to the disability shall be handled as outlined in this policy.

## **Student Council**

The Student Council is an organization of students selected by the advisor, to serve as the student body's official representatives in matters of concern to the entire school in areas where the council has been given power and authority by the administration. It is comparable to a lawmaking body in that student members are elected to represent and speak for the group.

## **Student Tournament Policy**

Students who wish to attend a state tournament event must have signed permission by their parent(s) and have completed make-up work arrangements prior to leaving.

## **Student Work**

Students should be aware that classroom work (for example, art projects, class projects, etc.) may be displayed by the instructor. If parents or students do not want their work displayed, written notification must be given to the principal by the parents.

### **Tennessee Warning**

The Minnesota Government Data Privacy Act provides you with certain rights. These rights include, but are not limited, to the following:

\*Whenever a government agency asks you to provide private or confidential data about yourself, you must be told:

- the purpose and intended use of the data requested;
- whether the individual may refuse to supply or is legally obligated to supply the data;
- any known consequences of supplying or not supplying the data; and
- the identity of other persons authorized to receive the data.

### **Transportation of Students Attending School-Sponsored Activities**

Minneota Public School provides transportation from the Minneota Public School to the sponsored activities, and back to the Minneota Public School for all students involved in school sponsored activities. The Ivanhoe school district will be responsible for transporting students to the Minneota Public School, and back to Ivanhoe for Minneota Public School sponsored activities. All students are to ride on the buses to and from school sponsored activities unless there is a specific and valid reason as to why they will be riding with their parents to or from the activity. If this is the case, the parent will submit in writing the reason as to why their son or daughter should be permitted to use this alternate form of transportation. This request will be reviewed by the high school principal, or designated school official, and coach or director who will decide whether or not to honor such request. Any changes or cancellations need to be reviewed by the proper personnel. Parents must talk to the coach and provide a written note when they (parents) are going to provide a ride home for the student.

A parent may request that their son or daughter rides home with an approved adult who is not a student in high school. If the student rides home with their parents or an approved adult who is not a high school student, the parent will submit the request to the high school principal and athletic director in writing the reason as to why their son or daughter should be permitted to use this alternate form of transportation and who will be driving.

Failure to comply with this policy will result in the student not being permitted to participate in that scheduled activity for that day or the next scheduled competition.

\*\*School administrators have the ability to exercise discretion regarding the above transportation policy.\*\*

### **Textbooks/Fees for Projects**

The school will charge an appropriate replacement fee for textbooks, workbooks, equipment, library books, etc. lost or destroyed by students.

### **Visitors**

In maintaining a non-threatening environment, student visitors are not permitted at Minneota High School during regular school hours. Administrators, with twenty-four hour notice, may grant exceptions to this policy and the visit must be for educational purposes.

## Weapons

For full policy, please refer to ISD #414 [School Board Policy 501](#).

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

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

## MINNEOTA HS GRADUATION POLICY

### A. MINNEOTA HIGH SCHOOL GRADUATION REQUIREMENTS

\*Please see High School Registration Book for details

***\* In order to receive a Minneota Public High School diploma, students are required to successfully complete all current high school courses, tests, and credits according to district and state requirements.***

The principal may waive local requirements when it is deemed such a waiver would be in the best interests of an individual student.

Foreign exchange students are not eligible for high school diplomas but will be awarded a Certificate of Attendance.

In order to participate in commencement, students must have met all district and state credits and requirements for graduation and have a signed diploma. Foreign exchange students, classified as seniors, as guests of the school, may also participate in commencement if they have passed all classes for their year of residence.

### B. PSEO

See the Guidance Counselor for specific rules and requirements for the program.

### C. On-line Courses

See the Guidance Counselor for the rules sheet and applications. This must be completed one semester prior to taking the class.

### D. Special Education

Students enrolled in a Special Needs Program who have successfully completed all the requirements set forth in their I.E.P.'s and who have met all the other requirements set forth shall be granted a diploma.

### E. Class Rank

Students must complete a minimum of 6 credits at Minneota High School in order to be included in the class rank. The principal and guidance counselor approve exceptions.

### F. Open Enrollment

Minneota Public Schools follows Minnesota state statutes for open enrollment options.

## **PROCEDURE FOR APPEAL AND GRIEVANCES**

Parental or staff requests for modification of any of the policies may be orally presented to the Principal or Superintendent at their respective offices. If accord is not reached by this means, application for modification of a policy provision may be made in writing to the Board of Education for consideration at its next regular monthly meeting.

Appeal procedure, when a party is aggrieved, shall be the same as for policy modification, except when warranted, special meetings of the Board of Education may be called by the Chairman.

## **NON-DISCRIMINATION**

The provisions of Title IX of the 1972 Education Amendments shall be followed.

## **ANNUAL REVIEW**

M.S. 127.42 requires that the principal and the licensed employee must meet annually to review the discipline policy. This review shall be done each year at the annual opening of school workshop.

## **STUDENT/PARENT NOTIFICATION**

This policy shall be published in the Student Handbook and distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with The Pupil Fair Dismissal Act. Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act. 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.

**Non-Discrimination  
Minneota Public Schools, ISD 414**

Minneota Public Schools do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Jen Mahan-Deitte, Elementary Principal  
507.872.6175 EX 1160  
[jen.mahandeitte@minneotaschools.org](mailto:jen.mahandeitte@minneotaschools.org)

Jason Myhre, Activities Director  
507.872.6175 EX 1141  
[matt.myrvik@minneotaschools.org](mailto:matt.myrvik@minneotaschools.org)

Minneota Public Schools, ISD 414  
504 North Monroe Street  
Minneota, MN 56264