

## **ACADEMIC INTEGRITY POLICY**

In keeping with its mission statement, KWM/HS calls for the highest standards of academic integrity. Students are expected to submit only original work on all assignments, quizzes, tests, essays, papers, etc., unless they are given permission to work collaboratively by the instructor. When using the work of others for purposes of research and support, that work must be properly credited. This includes, but is not limited to: gaining foreknowledge of quiz/test contents, copying homework or test material, allowing one's work to be copied, forging of signatures, falsifying records, falsifying or inventing data, cutting and pasting items from the Internet, citing direct quotes or words from reference materials or any other material that is taken from others' works. Students who are found to be in violation of this procedure may not receive credit for the work in question and may face further disciplinary action. Any student accessing a cell phone or other digital device during the administration of an assessment without direct authorization of the instructor will be subject to this policy.

All KWM/HS students and their parents are expected to sign an acknowledgement form indicating that they are aware of all academic integrity policies and sanctions. Students found to be in violation of this procedure may not receive credit for the work in question and may be subject to disciplinary action. Violations of the Academic Integrity policy will result in retraction of a student's National Honor Society membership.

I have read the Academic Integrity Policies and understand the consequences of violating these policies.

Student's Name (print) \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **INTERNET USE AGREEMENT**

### **STUDENT**

I have read and do understand the school district policies relating to safety and acceptable use of the school district technology systems and hosted Internet service, and agree to abide by them. I further understand that 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's Full Name (print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and 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 Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ACKNOWLEDGEMENT OF HANDBOOK**

The Student Handbook is an important tool for knowing and learning important rules for conduct and proper behavior. Please sign the validation below acknowledging that you are either in receipt of the handbook or have been taught where to access it on the district website.

THE SIGNATURE BELOW ACKNOWLEDGES RECEIPT OF THE KW 7-12 STUDENT HANDBOOK

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ONCE YOU HAVE READ THESE POLICIES OR HAD THEM READ TO YOU, SIGN THIS SHEET AND RETURN IT TO THE HIGH SCHOOL OFFICE.**

**Kenyon-Wanamingo Public Schools  
Independent School District #2172  
Wanamingo, Minnesota**

**ISD 2172 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON POLICY**

(Adopted by Kenyon-Wanamingo Schools, Revised: 4-23-2012)

**I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

**II. GENERAL STATEMENT OF POLICY**

A. Lockers and Personal Possessions Within a Locker – Pursuant to Minnesota statutes, 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 officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks – School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person – 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.

D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

**III. DEFINITIONS**

A. "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," overdue books and other materials belonging to the school district, and stolen property.

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

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

**IV. PROCEDURES**

A. 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.

B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

**V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

**VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

**VII. VIOLATIONS**

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 officials.

I have read the policy and acknowledge that I have received it and it has been explained to me.

Locker # \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Kenyon-Wanamingo 7-12  
Student Handbook  
2020-2021**

Kenyon-Wanamingo Middle-High School  
400 Sixth Street  
Kenyon, MN 55946

**Phone: (507) 789-6186**

**Fax: (507) 789-6188**

<http://kw.k12.mn.us>

<http://hvlconference.org>



# WELCOME TO K-W MIDDLE/HIGH SCHOOL

**BELIEFS:** When people attend KWM/HS, they feel welcome, safe, and supported. Our community respects individual differences. Life-long quality education involves all: students, teachers, staff, parents, and community. All citizens take personal responsibility for high academic standards and ethical behavior. Our community of learners works cooperatively. All learners maximize their abilities.

**VISION:** Our vision is to prepare life-long learners and responsible citizens.

**MISSION:** Our mission at KWM/HS is to create a caring partnership among students, family and community to maximize each learner's academic, physical and social development.

## ADMINISTRATION & FACULTY INFORMATION

- Bryan Boysen, Superintendent/K-6 Principal [bboysen@kw.k12.mn.us](mailto:bboysen@kw.k12.mn.us) 789-7000
- Matt Ryan, 7-12 Principal [mattryan@kw.k12.mn.us](mailto:mattryan@kw.k12.mn.us) 789-7006
- Randy Hockinson, Activities Director [rhockinson@kw.k12.mn.us](mailto:rhockinson@kw.k12.mn.us) 789-7022
- Whitney Bartholome, HS Counselor [wbartholome@kw.k12.mn.us](mailto:wbartholome@kw.k12.mn.us) 789-7009
- Katie Kelly, MS Counselor/DAC [kkelly@kw.k12.mn.us](mailto:kkelly@kw.k12.mn.us) 789-7017
- Shannon Johnson, HS Secretary [sjohnson@kw.k12.mn.us](mailto:sjohnson@kw.k12.mn.us) 789-7007
- Marliss Derscheid, MS Secretary [mderscheid@kw.k12.mn.us](mailto:mderscheid@kw.k12.mn.us) 789-7005

### *Middle School Staff*

Ms. Braun-Math	Ms. Cooper-Language Arts	Mr. Eggerstedt-Art	Ms.
Hanson-Language Arts	Ms. Hutton-SPED	Mr. Larson-Agriculture	
Ms. Larson-Band	Mr. Lurken-Health/PE	Mr. Masberg-SPED	
Ms. Nelson-Business	Ms. Ohm-Social Studies	Ms. Quam-FACS	
Ms. Quam-SPED/Read 180	Ms. Rohwer-SPED	Ms. Schumacher-Choir	
Mr. Thompson-IT	Mr. Wibben-Science	Mr. Van Epps-Math	
Ms. Zeissler-EL			

### *High School Staff*

Ms. Bauer-Spanish	Ms. Braun-Math	Mr. Eggerstedt-Art
Ms. Hutton-DCD	Mr. Kincaid-Science	Ms. Kunesh-English
Mr. Larson-Agriculture	Ms. Larson-Band	Mr. Lurken-Health/PE
Mr. Masberg-SPED	Mr. Miller-English	Ms. Nelson-Business/Social Studies
Ms. Quam-FACS	Mr. Rechtzigel-Social Studies	Ms. Rohwer-SPED
Ms. Schumacher-Choir	Mr. Thompson-IT	Mr. Van Epps-Math
Mr. Walling-Science	Ms. Zeissler-EL	

### *Specialists*

Ms. Buchal-Asst. Director of SPED	Ms. Dahl – Inst. Coach/Dean	Ms. Groth-Social Worker
Mr. Sjoblom-SRO	Ms. Nystuen- Nurse	

## **DAILY BELL SCHEDULES**

### **Regular Schedule**

### **Advisory Schedule**

Period 1:	8:25 – 9:09		Period 1:	8:25 – 9:05	
Period 2:	9:13 – 9:57		Period 2:	9:09 – 9:49	
Period 3:	10:01 – 10:45		Advisory	9:53 – 10:21	
Period 4:	10:49 – 11:33		Period 3	10:25 – 11:05	
Lunch :	11:33 – 11:56 12:21 – 12:44	Lunch-B (7-9) Lunch-C (10-12)	Period 4:	11:09 11:49	
Period 5:	11:37 – 12:21 12:00 – 12:44	Period 5A Period 5B	Lunch:	11:49 – 12:12 12:33 – 12:56	Lunch B (7-9) Lunch C (10-12)
Period 6:	12:48 – 1:32		Period 5:	11:53 – 12:33 12:16 – 12:56	Period 5A Period 5B
Period 7:	1:36 – 2:20		Period 6:	1:00 – 1:40	
Period 8:	2:24 – 3:08		Period 7:	1:44 – 2:24	
			Period 8:	2:28 – 3:08	

K busses arrive @ 7:30  
W busses arrive @ 7:54  
Elem classes begin @ 8:05AM

K shuttle leaves K @ 7:35  
W shuttle leaves W @ 7:57  
HS classes begin @ 8:25AM

KW shuttle arrives in W @ 7:55  
W shuttle arrives in K @ 8:17

Elem Classes dismiss @ 2:45  
HS Classes dismiss @ 3:05  
W Shuttle arrives in W @ 3:33

K shuttle bus leaves W @ 2:50  
W Shuttle leaves K @ 3:13  
W busses leave @ 3:35

K Shuttle arrives in K @ 3:10  
K busses leave K @ 3:15

*This student handbook and its contents were approved the ISD 2172 School Board on August 24, 2020. This handbook may be changed or amended during the school year by school board action and will be reported in the approved meeting minutes. Changes are posted in the Principal's Office, in the bulletin and on the school's web site for at least 72 hours before procedures are amended.*

### **ADMINISTRATIVE DISCRETION**

While the school district and the school takes a position on disciplinary consequences via the handbook or accepted policies, the administration, including 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.

## **ACADEMIC INFORMATION**

### **ACADEMIC INTEGRITY**

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### **ACADEMIC LETTERING**

KWHS has implemented a program for academic lettering. To receive an academic letter, students in grades 9-12 must:

1. Maintain a 3.50 grade point average for the school year,
2. Carry a minimum of six classroom credits where letter grades are earned,
3. And have no actual grade below a C.

Weighted grades will be used to figure GPA's. Students will receive a letter if the student has not lettered previously. He/she will be able to purchase a letter jacket. In addition, students will receive a certificate each year. Qualifying senior students will receive notice of lettering before Commencement. Underclassmen will receive their academic letters on the first student assembly day.

### **ADVISORY PERIOD**

Advisory groups will meet with their faculty advisor as determined by the principal and announced one week in advance for 28 minutes between second and third period. Your advisor will serve as your mentor for your remaining years at KWM/HS. The advisee period is a structured time and will be utilized in the following manner: academic advising, career exploration and advising, standardized test preparation, portfolios and social activities.

**Students will be able to earn one-eighth of a credit (pass/fail) each semester for successfully completing the advisee period based upon their attendance and participation in advisee groups.**

## **ACTIVITY MEETINGS**

Student activity meetings will occur on the last Wednesday of each month during the last 25 minutes of the advisor's prep period. Additional activity meetings make take place before/after school and during lunch period on an as needed basis.

## **CLASS MEETINGS**

If your class requests a class meeting, they first need the approval of their advisor and Principal before it is scheduled. Money accumulating in the class treasury must be used for class purposes only. These goals should guide classes in setting dues and planning fund raising activities. Funds remaining in the class treasury at graduation legally become school district monies. Classes need to make sure to hold a vote indicating what should be done with excess monies before they graduate.

### **Class Meeting Rooms:**

Grade 12 - Auditorium	Grade 11 - Commons	Grade 10 - Band Room
Grade 9 - Choir Room	Grade 8 - Gymnasium	Grade 7 - Media Center

## **COUNSELING / GUIDANCE**

Counseling services are available for every student at KWM/HS. These services include assistance with scheduling issues, educational planning, occupational or career information, interpretation of test scores, help with home, school, or social concerns or any questions you may care to discuss with the Counselor. Records of scholastic, aptitude, and achievement test scores are maintained for all students. Parents of students are also welcome to visit the school Counselor or administration with/without their student. If you are interested in meeting with Ms. Whitney Bartholome or Ms. Katie Kelly, please contact them to schedule an appointment.

## **COURSES -- DROP/ADDS**

Students may add/drop courses within the first four days of each semester. To do so, a student will need to fill out a schedule change form and have parental signature. Any schedule changes will require approval of the teacher, counselor, and principal. If a student drops a class later than four days, but prior to the end of the first three weeks, they will be issued a DC (dropped class) on their transcript. This still has the effect of a failed grade, but is denoted differently on the transcript. After three weeks, all dropped classes will be denoted with an F on the transcript.

## **COURSES -- PASS/FAIL**

KWHS will accept credits from correspondence/online institutions with approval of the principal. Online courses will be designed by FuelEd and registered through the Goodhue County Education District. Students taking an online course will be given 90 days from the date of enrollment to complete the course. Extensions will only be granted in cases of extenuating circumstances. Only courses taken from MN certified instructors in that subject area will be graded and count toward GPA and Honor Roll.

- **Tutoring** - Juniors and seniors with a 3.0 GPA or above may receive one half-credit per semester as part of the Tutoring program. Teachers must sign for permission to be a tutor in their room.
- **Student Aide** - Juniors and seniors may receive one half-credit per semester as part of the Student Aide program. Students must abide by the expectations of both the school and the cooperating teacher. Each teacher in the 5-12 building may have one student aide per semester. Teachers must sign for permission to be their aide.
- **Independent Study** – Students must fill out an application for an independent study course with the high school office prior to taking the course. All independent study courses require the approval of the Principal, Counselor, and teacher.
- **Work Records/Release** - Students may receive ½ credit per semester as part of the work experience program. Work experience students must complete work records for credit. Students may take work release 1<sup>st</sup>, 2<sup>nd</sup>, 7<sup>th</sup> or 8<sup>th</sup> periods. Seniors may have two periods of work release/day. Juniors may have one period of work release/day. Work experience students must have an enrolled work position prior to enrollment to qualify for work release. Students need to be in good standing to obtain work release. It may be revoked at any time.
- **Open Period** - Seniors in good standing (3.0 GPA and above) and on track to graduate may have one open period at the beginning or the end of the day provided they have signed parental approval. Seniors who receive a failing grade for a course at the six-week grading period will lose their open period privileges for the next six-week grading period.
- Students must fill out an application for all pass/fail credits with the high school office prior to taking the course. All pass/fail courses require the approval of the Principal, Counselor, and the teacher prior to enrollment. Students may earn a maximum of 5.5 pass/fail credits, including the Advisory credit.

## **COURSES - REPEATING**

Students in grades 9-12 will have the option to take courses more than once based on any one of the following criteria:

1. The option is indicated in the Course Registration Guide.
2. The course has changed significantly to warrant a second semester/year of the program.
3. If a student repeats a class that was failed, the failing grade will be changed to an "R" for Repeated and a new grade will be issued. The student must have prior written permission from the Principal or Counselor.
4. A class is passed, but the student would like to repeat the course to acquire better skills or grade. The student must have prior written permission from the Principal. The original grade will be changed to an "R" for repeated and the new grade will be issued. The student will only get credit for the course once.

## **EARLY GRADUATION**

In accordance with the provisions of MS 120.80, a senior may be considered for early graduation from high school upon meeting the following conditions:

- All local Board requirements must be met.
- An application needs to be on file with the Principal before the December school board meeting.
- An interview must be held with the Principal, Counselor and a parent/guardian, as well as the student.
- School personnel must review post-secondary options with the student.
- Following the interview, the Principal shall make a decision on the request. The decision is subject to Superintendent and Board approval. The Principal shall notify the parents in writing of the decision made.

## **PUBLIC SCHOOL ENROLLMENT OPTIONS (PSEO)**

Minnesota law provides sophomores, juniors and seniors the opportunity to take courses, full or part-time, at post-secondary institutions in the state and, generally, to have their tuition and books paid for by the school district. If interested in this program for advanced study, students should contact the Counselor by the March 31<sup>st</sup> deadline. Students are still required to fulfill all graduation requirements. Failure to earn PSEO credits may delay high school graduation.

## **FEES -- BOOKS**

Textbooks are provided to every student by the school district. Students are expected to take care of their books to prevent damage. In the spring of the year fines are issued to students for books lost or misused by the student. Books checked out in the Media Center come under this same policy. Books that are not returned or damaged will be subject to fines and fees.

**Minor damage to text - \$3      Moderate damage to text - \$15      Lost book - Replacement cost**

## **FEES -- FIELD TRIPS**

Students who go on field trips are responsible for all make-up work. Students are responsible for any tests or other work immediately upon return to class from field trips or teachers may request that make-up work be handed in prior to the field trips. All school rules and regulations apply on field trips. Field trips required as part of the curriculum are provided free to students. Social field trips are funded on a self-pay basis. Refunds may not be possible. Participating in overnight trips for curricular, co-curricular, or extra-curricular activities is a privilege. To insure the safety of the travelling party, participants may be subject to a search of their person or possessions by school administrators prior to boarding the transportation for an overnight trip.

## **FEES -- LUNCH**

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students may also bring a bag lunch from home. Lunch account information for all students is available through the Infinite Campus website portal. The parent/guardian/student will be notified when the household account is at \$10.00 or less. If the household account is less than adequate to pay for breakfast and/or lunch, a student(s) in the household will be allowed to charge one meal or up to a negative \$10.00 (no purchase of ala carte items allowed). For additional information please reference Policy 534 – Unpaid Meal Charges. This policy is located on page 23 of the Student Handbook.

Item	Price
Milk	\$0.60
Breakfast	\$1.70
Lunch	\$2.80

*Note:* Students that eat school lunch must have a balance in their account. Borrowing from other students is not allowed. Students who do not have funds for lunch should seek assistance from the principal. All high school students will make food service deposits directly to cafeteria personnel. Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available at the Elementary, Middle, High School and District offices.

## **FEES -- PROJECTS**

Fees may be collected for all school take-home or projects consumed by the student such as IT, Art, and FACS projects. The teacher will collect this fee prior to the student beginning the project. The fee is restricted to the specific cost of the amount of materials needed to construct the project. Students will be notified in advance of any fees associated with the project or course.

## **FOREIGN EXCHANGE STUDENTS**

- Foreign exchange students are not eligible for Academic Honors from KWHS.
- Foreign exchange students may graduate from KWHS provided they meet all requirements for graduation.
- Foreign exchange students are not eligible for PSEO or online courses.
- Foreign exchange students must be enrolled in an English Language class.

## **GRADE POINT AVERAGE/CLASS RANK - HS**

Class rank is computed for all students at the end of the first semester and again at the end of the school year. Number values are assigned to each grade and totaled. Many classes are based on a weighted-grading system in the next section. The total for grades 9-12 is averaged and a class rank is assigned to each student based upon his/her standing in the class.

## **GRADING/HONOR ROLL –MS**

All students in grades 7-8 will be issued trimester grades every twelve weeks. Progress reports will be available to parents at the six-week period of each trimester through the Infinite Campus Parent Portal. Grades of A, B, C, D, and F, along with +’s and -’s will be assigned. An A+ will be given the same weight as an A. The following grading system is used by Grade 7-8:

A=11 A-=10 B+=9 B=8 B-=7 C+=6 C=5 C-=4 D+=3 D=2 D-=1 F=0

Grades of satisfactory/unsatisfactory (S/U) may be used as an alternative to letter grades in all exploratory courses. Grades in exploratory courses and band/choir will count towards the Honor Roll. At the end of each trimester, an Honor Roll will be posted and published. If a parent would like their child’s name not to appear in the Honor Roll, please notify the middle school secretary office by October 15<sup>th</sup>.

“A” Honor Roll - 11.0/better “A-” Honor Roll - 10.0/better “B” Honor Roll - 8.0/better

## **GRADUATION REQUIREMENTS- HS**

To graduate from KWHS, a student must earn a minimum of 27.00 credits. Of the credits, a minimum of four credits must be in English, four credits in Social Studies, three credits in Science, three credits in Mathematics, one credit in Health/PE, one credit to meet the Fine Arts requirement, one credit in Advisory, and 10 other credits in courses of the student’s choosing. There is a maximum of 5.5 credits that can be earned in pass/fail courses. Students must complete all Minnesota Academic Standards, as well as State Exams in Mathematics, Reading and Writing. By State Legislation, ISD 2172 will post all mandatory state tests on student transcripts.

## **HONOR STUDENTS-HS**

- Any graduating senior with a 4.3 GPA and above will be named as a Board Scholar.
- Any graduating senior with a 4.0 GPA or above will be considered a High Distinction Honor Student.
- Any graduating senior who has a 3.5 GPA or above will be considered an Honor Student.

All honor student selections will be determined after spring grades are recorded. Honor cords will distinguish senior Honor Students. Juniors who rank in the top 10% of their class will be classified as Junior Honor Marshals and will participate in the graduation ceremony.

## **HONOR ROLL-HS**

Student GPA's are calculated at the end of each semester. GPAs for honor roll purposes will not include Exploratory Classes due to them being trimester courses. To be listed on an honor roll, students must not have any incomplete grades or "F"'s at the time grades are due at the end of the semester. PSEO students' grades will be listed on honor rolls if received in time. PSEO students are encouraged to deliver a hand copy of their PSEO grades as soon as they are received. Requirements for achieving Honor Roll are:

- Principal's Honor Roll - 4.0 GPA or above
- "A" Honor Roll - 3.7 GPA to 3.99 GPA
- "B" Honor Roll - 3.0 to 3.69 GPA

## **HONOR STUDY HALL**

Honor Study passes are given to students who are taking two or more weighted classes and earn and maintain a cumulative 3.5 GPA. Grade checks at the six-week report card intervals will prove to maintain this GPA. Students who drop below 3.5 will lose their privileges for three weeks while they work to regain their 3.50 minimum GPA.

- Juniors and seniors may earn one Honors study pass by taking two weighted courses. These passes allow students to do homework in the media center or computer labs in lieu of a traditional study hall.
- Off-campus privileges are restricted to Honor students only at the beginning and end of the school day. Students may have some/all of their Honor Study privileges revoked at any time due to negative behaviors associated with the Honor Study pass.
- Students who receive a failing grade for a course at the six-week grading period will lose their Honors Study pass privileges for the next six-week grading period.

## **HOURS**

The high school office is open on all school days from 7:30-3:45 p.m. Breakfast is available beginning at 7:45 AM. The computer lab will be open from 7:30AM to 3:30PM daily. After 3:30 p.m., students who do not have a legitimate academic or extracurricular reason to be in KWM/HS must leave the building. Students may use the Commons after school or evenings for wireless Internet if engaged in academic or co-curricular activities.

## **INCOMPLETES**

Incompletes may be given on report cards when assignments have not been completed or a portion of the work for the grading period has not been done. Students who receive an incomplete will be given two calendar weeks from the end of the grading period to present the required work to the instructor before receiving a failing grade.

## **LATE/MISSING WORK**

The majority of the course grades will be determined by summative assessments. Formative assessments will make up the responsibility portion of the grade. Teachers will identify opportunities for making up or retaking formative assessments through their respective syllabi.

## **LOCKER USE /VALUABLES**

Each student is issued a locker for personal possessions during the school term or for participation in physical education. The locker is considered school property and may be searched at any time. An administrator may search student's personal property when reasonable suspicion of a handbook violation exists. Students will be present or notified of the search. It is recommended that students not bring large amounts of money and valuables to school. The school is not responsible for any losses to student property. Students finding lost property in any part of the building should turn it into the office immediately to enable the owner to reclaim it. In order to claim a lost article from the office, it is necessary to prove ownership by identifying the article.

## **MEDIA CENTER**

The library/media center is a space to be used for research, individual study, recreational reading, tech support, or for checking out resources. It is reserved for quiet activities and access is considered a privilege. All library materials must be checked out before they leave the media center. Books may be checked out for two-week periods and renewed if desired. Students who have overdue materials will be restricted to on-site access only until their account is resolved. At the conclusion of the year all book fines should be paid to restore full privileges. Classes will have priority over study hall students. Students should use the east doors for the Media Center.

## **NATIONAL HONOR SOCIETY (NHS)**

The National Honor Society attempts to bring the achievements of outstanding high school students to the attention of their classmates, their parents, their communities, and the colleges they plan to attend. The student is chosen on the basis of the following four qualities: scholarship, leadership, character, and service. A student must have a minimum of a 3.5 GPA to be considered for membership in NHS. Students will be informed that they are potential candidates for NHS.

**Admission:** Students need to complete an application to be considered for NHS. There will be two NHS admission periods—the first, in October, will enroll any deserving juniors and seniors. In April, only sophomore and junior students will be considered. NHS membership involves service. Students who are in NHS are agreeing to be active participants in the organization. Students who do not actively participate in core functions will be dismissed from NHS and will not have the opportunity for reinstatement.

## **PARENT GUARDIAN GUIDE TO STATEWIDE TESTING AND TESTING REFUSAL FORM**

The *Parent Guardian Guide to Statewide Testing and Refusal to Test Form* can be found on the school district website under District Office – Public Notices.

## **PASSES/PLANNERS**

All 7<sup>th</sup> and 8<sup>th</sup> grade students will be given a daily planner on the first day of school. Planners will be available in the office for students in grades 9-12 on a first come, first served basis. The paper planner will complement the transition to a consistent digital calendar featuring posted planner information. Students are encouraged to use the planners to keep track of assignments and attendance. Students will use their planner as a check-in step for all absences. The planner will also be necessary as a record of authorization to move about the campus while classes are in session.

## **PLEDGE OF ALLEGIANCE**

In order to show patriotism for our country, the Pledge of Allegiance will be recited at least once per week. Students who decline participation will do so without disruption. Students will review proper flag etiquette in their Social Studies and/or advisory classes.



## **SCHOOL CLOSINGS**

In the event of severe, inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate an early dismissal. School delay, closing, and early dismissal decisions will be communicated through our Infinite Campus instant messaging system. Please keep your preferred contacts updated. Information will also be shared at WCCO TV/radio and KDHL radio-AM 920. Closing of school for a full day will result in a Distance Learning Day for students and staff.

## **SCHOOL NURSE**

A licensed school nurse serves our school district through the Goodhue County Education District. When the nurse is not present at the K-W secondary school, the office support staff will maintain the basic functions of the health office and contact the nurse, administrator, and parent as necessary.

\*Any child who has a temperature of 100 degrees or higher will be excluded from school. We ask that students stay home until the fever returns to normal without the use of fever-reducing medication.

## **SENIOR OPEN PERIOD**

Seniors in good standing (3.0 GPA and above) and on track to graduate may have one open period at the beginning or the end of the day provided they have signed parental approval. Seniors who receive a failing grade for a course or drop below a cumulative 3.0 GPA at the six-week grading period will lose their open period privileges for the next six-week grading period.

## **SKATEBOARDS/BLADES**

Skateboards and roller blades may not be used on school property during school hours and/or events. "Roller shoes" are not allowed in the building. Students riding them to school must bring them immediately to the office for storage.

## **STUDY HALLS**

Study halls are provided for students during their unassigned class periods. Students are permitted to take only one study hall per term unless they have specific administrative approval. Study halls are a place to study. Students are expected to bring material with them for study purposes. The Principal or study hall teacher may place study hall restrictions on students for disciplinary reasons.

## **WEIGHTED GRADES**

The subjects listed below have a weighted value in determining honor roll status as well as class rank. Weighted classes are distinguished by having collegiate expectations and those classes with less than 50% of the students in that grade enrolled.

Pre-Calculus	College Algebra	Spanish III / IV	Chemistry
Advanced Physics	Biotechnology	Most AP Classes	Honors Macroeconomics
Anatomy/Physiology	Honors American Government	CIS Intro to Education	CIS Intro to Growth and Development
College Academic Writing			

*PSEO classes do not qualify for weighted grade status.*

## **CAREER AND COLLEGE READINESS RESOURCES**

In today's global economy, students must be well prepared for the demands of college and the workplace. The Kenyon-Wanamingo Public Schools provide support to assist students as they transition from middle school to high school and into an increasingly wide array of postsecondary options. Each of the options is described below.

For questions on any of these resources, please contact:

Superintendent Jeff Pesta at (507)789-7000 or view our Enrollment Options Presentation on our district website.

[http://www.kw.k12.mn.us/sites/kw.k12.mn.us/files/enrollment\\_options\\_2017.pdf](http://www.kw.k12.mn.us/sites/kw.k12.mn.us/files/enrollment_options_2017.pdf)

### **Concurrent Enrollment**

These are courses taught by a secondary or postsecondary faculty member, for which the school is eligible to receive concurrent enrollment aid. The Kenyon-Wanamingo Public Schools collaborates with Southwest Minnesota State University to offer the following college credit courses to our high school students on our campus. Students who successfully complete these courses generate both high school and college credit from the partnering postsecondary institution.

There is no cost to the student to participate in these courses, but there are entrance requirements. These courses provide high school students advanced skills today and greater flexibility when they enter the university setting full-time. That may include pursuing second majors and internships or studying abroad.

The Kenyon-Wanamingo Public Schools offers the following Concurrent Enrollment Courses:

College Algebra (SMSU), CIS Introduction to Education (SMSU), CIS Intro to Growth and Development (SMSU), College Academic Writing (SMSU) and multiple courses in Family and Consumer Science, Agriculture, and Industrial Technology have articulation agreements to earn credit or waive credit requirements with area technical colleges.

### **Advanced Placement (AP)**

AP is a College Board program that offers high school students the opportunity to take rigorous, college-level courses and earn college credit while in high school. The content in AP courses is structured like college courses. Students who complete an AP course and take the end-of-course examination may qualify for college credit from postsecondary institutions, provided their score meets the institution's credit policy. These courses help prepare students for further education and many colleges look favorably on transcripts that include AP coursework.

The Kenyon-Wanamingo Public Schools and the Wasioja Education Technology Cooperative offer the following Advanced Placement (AP) Courses:

Social Studies (4 courses), English (2 courses), Math (2 courses), and Science (1 course). See current Kenyon-Wanamingo Secondary School registration guide available on our website to match the courses available in the semester of interest.

### **College-Level Examination Program (CLEP)**

The College-Level Examination Program (CLEP) is a College Board program that allows students to accelerate their education by earning college credit by taking a computer-based test of their knowledge. Learning can be done through general academic instruction, independent study, extracurricular work or volunteerism. The time and money saved can be significant. Check with the postsecondary institution of your choice for their most recent CLEP credit policy. Visit the College Board website for more information.

### **Postsecondary Enrollment Options (PSEO)**

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

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a student is not on track to graduate, she/he may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide up-to-date information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year.

Students enrolled in the Kenyon-Wanamingo Public Schools who are participating in PSEO programs will have a class schedule, which provides them with access to the school campus and all available resources during the regular school day. PSEO students will also have access to the same range of co-curricular and extra-curricular opportunities as all other enrolled students.

### **Weighted Grades**

The following courses have a weighted value in determining honor roll status as well as class rank:

Pre-Calculus, College Algebra, CIS Introduction to Education Spanish III / IV, Chemistry, Advanced Physics, Biotechnology, Most Advanced Placement classes, Honors Macroeconomics, Anatomy/Physiology, and Honors American Government.

PSEO classes do not qualify for weighted grade status. Weighted classes are distinguished by having collegiate expectations and those classes with less than 50% of the students in that grade enrolled. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

## **ATTENDANCE POLICY**

### **PHILOSOPHY**

KWM/HS supports the belief that regular school attendance relates directly to academic success, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability. Therefore, the School Board has adopted the following attendance policy with the express purpose of encouraging regular school attendance.

### **RIGHTS AND RESPONSIBILITIES**

1. Student: It is the student's right to be in school. It is also his/her responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. It is also the student's responsibility to request any missed assignments due to an absence. Some classroom activities cannot be recreated outside of the classroom setting and will be graded accordingly.
2. Parent or Guardian: 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 lawfully excused absence, and to work cooperatively with the school to solve any attendance problem that may arise.
3. Teacher: It is the teacher's responsibility to take daily attendance and to maintain accurate records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly, to provide the student with any missed or alternate assignments upon request, and to work cooperatively with the school to solve any attendance problem that may arise.
4. Principal: It is the Principal's responsibility to require students to attend all assigned classes and study halls. It is also the Principal's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly, to maintain accurate records on school attendance and to prepare a daily list of absences stating the status of each. Finally, it is the Principal's responsibility to inform the parent or guardian of the student's attendance and to work cooperatively with them to solve problems.

### **MINNESOTA COMPULSORY ATTENDANCE LAW**

1. In accordance with the compulsory education 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 he/she has been excused by the school board from attendance because the student has already completed the studies ordinarily required to graduate from high school, has withdrawn, or has a valid excuse for absence.
2. Minn. Stat. § 260A provides that a continuing truant is a student who is subject to the compulsory education law and is absent from school within a single school year without a valid excuse for three or more class periods on three days.
3. Minn. Stat. § 260A provides that a habitual truant is a student who is subject to the compulsory education law and is absent from school within a single school year without a valid excuse for one or more class periods on seven days.
4. The administration may turn cases of continuing or habitual unexcused absences over to proper authorities or request the county attorney to file a petition with juvenile court, pursuant to Minnesota statutes.

### **DEFINITION OF ABSENCES**

1. The following reasons constitute excused absences:
  - a. illness,
  - b. family emergency,
  - c. a death in the student's immediate family or of a close friend or relative,
  - d. medical or dental treatment,
  - e. court appearance,
  - f. participation in extra-curricular activities that occur during the school day,
  - g. emergencies such as fire, flood or storm, and
  - h. In-School (ISS) or Out-of-School (OSS) Suspension.
2. The Principal reserves the right to approve additional absences for extenuating circumstances that were unforeseen and unavoidable as long as the student/parent notifies the school immediately and the student misses only the minimum time necessary.
3. The following reasons constitute excused absences that require pre-approval:
  - a. family vacation,
  - b. college visits—2 allowed per year (juniors and seniors only),
  - c. church or community sponsored outings,

- d. initial driver's test,
  - e. attendance at a MSHSL state tournament in which the student is a varsity participant, or
  - f. tournaments or special events that Kenyon-Wanamingo High School teams or individual students are a participant for which the superintendent has declared an excused absence through an official announcement on the district website.
4. The following reasons constitute unexcused absences:
- a. truancy,
  - b. being off campus during class time,
  - c. tardiness of more than six minutes to any class,
  - d. leaving class without permission,
  - e. other unreasonable absences as determined by the HS Principal

### **CONSEQUENCES OF ABSENCES FROM A CLASS**

1. Students who are absent are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed must be made up within the time equal to twice the number of days absent.
2. For excused absences requiring pre-approval, absences due to suspensions, and unexcused absences where the student knew the assignment, make-up work is due upon return to class unless other arrangements are made with the teacher.
3. Some classroom activities cannot be recreated outside of the classroom setting and will be graded accordingly.
4. Students are expected to make good choices when determining when to be gone from class for elective reasons. It can be difficult to make up class activities, even when they are excused in nature.
5. Students with unexcused absences from a class or study hall may be assigned a logical consequence, which provides the structure to be productive in make-up work. This may include before or after school time as well as Saturday sessions. In addition, students who are habitually truant will be referred to the Goodhue County Truancy Court as per MN Statutes. Parents will be notified of all disciplinary consequences resulting from unexcused absences. No academic credit is given for work missed during the period of an unexcused absence.

### **REPORTING ABSENCES**

1. When a student is absent from school, the parent/guardian should call the office between the hours of 7:30 and 9:00 to report the absence. Clearly state the name of the student, date(s) of absence, and reason for absence.
2. Upon returning to school, the student must report to the office to have the absence noted. If a parent or guardian did not call to report the absence, the student needs to bring a note signed by the parent or guardian stating the name of the student, date(s) of the absence, and reason for absence.
3. In order to be excused for absences that require pre-approval, students must bring a note to the office a minimum of one day prior to the absence. Make up work should be requested in advance and may be due immediately upon return.
4. No one is to leave the building without permission from the office and signing out. Students who become ill during the day must report to the nurse's office and have a parent/guardian contacted before leaving school.
5. The office reserves the right to verify phone calls, notes, and reasons for absences. This may include medical appointment cards/excuses and written excuses from medical providers.

### **TARDINESS**

Students tardy for 1<sup>st</sup> period must report to the office for a tardy pass. If a student is tardy from a class as a result of being held after class by a teacher for an excusable reason, the student should secure a note to that effect from the teacher and present it to the next period teacher. A 3<sup>rd</sup> tardy in a 6-week grading period may result in a period of detention. Each additional tardy in that grading period may result in an additional detention. At the start of each 6-week grading period, the tardy count will restart at zero. Tardy referrals may be submitted by teachers to administration and appear with the resolution as a part of the student disciplinary record.

## **DISCIPLINE SCENARIOS**

### **CLOSED CAMPUS**

Students must stay on school grounds for the entire school day. The school day is defined as the time a student arrives at school until he/she leaves after school. Any student who leaves the campus during school hours must first obtain permission from the M/HS office. This includes going to the parking lot during school hours. During the lunch period, students may be only in the commons or the schoolyard south of Commons. If a student leaves campus without permission, he/she may be subject to disciplinary action.

### **DRESS CODE**

Students are to be dressed in an appropriate and socially approved manner in accordance with the health, safety and learning activity requirements. We ask that students are dressed in accordance with cleanliness and dress styles do not create a "material or substantial disruption" or safety hazard within the classroom or school. Students are not to wear clothing that displays alcohol and other drugs, obscenities, or sexual messages. Students are not to wear flags of any type as a cape. All face coverings should meet the requirements of the Dress Code. Students are not to wear gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire. Gang-related items include, but are not limited to gloves, bandanna, shoestrings, wristbands, and jewelry. Therefore, clothing (or other adornments such as jewelry or tattoos) should not be worn that:

- results in undue school maintenance problems, such as heavy boots or shoes that cause excessive floor marking or trousers with metal rivets that scratch furniture;
- is hazardous in various school activities such as shop, restrooms, athletics, physical education, and art;
- exposes the belly button or more than two inches of skin or underwear between the top of the pants and bottom of the shirt;
- has a neckline that extends below an imaginary line extending from armpit to armpit; is strapless or has only one strap;
- minimum one-inch straps on tops including dresses;
- minimum length on dresses and shorts – must be no shorter than the mid-hand when arms are down at the sides;
- prevents the student from doing his/her work because of blocked vision or restricted movement;
- have significant holes that reveal areas that are otherwise covered in this dress code;
- conceals the eyes as in dark sunglasses; or
- is any type of headwear, including hats, headbands, caps and bandannas. Hair restraint items such as barrettes, clips, and hair bands are the only headwear permitted.
- are clearly pajamas or visible underwear.

Students will be asked to correct the dress code issue and will be provided support in acquiring alternate clothing options. Parents or guardians will be contacted if a successful resolution is not achieved and the principal will exercise their discretion in determining logical consequences.

## **ELECTRONIC EQUIPMENT/CELL PHONES/PHONES**

School phones may be used with permission. Students are expected to store their personal phones and electronics during class sessions, unless the instructor specifically grants them permission. Personal communication devices have great utility and may be employed by a teacher to aid students. They can also cause significant harm if used for academic dishonesty, harassment or bullying. Any policy that is applicable to a situation may be employed.

If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

- All technology use in the classroom will be in alignment with planned instruction and under the direction of the teacher or other staff member.
- All personal technology items are the sole responsibility of the student.
- If an item significantly interferes with the educational mission of the school, it will be confiscated and held until a parent picks it up.
- Students are encouraged to register the serial numbers of all electronic devices with the Police Liaison as theft prevention.

## **FOOD/POP**

Food consumption is restricted to the cafeteria/commons area; beverages are allowed in hallways; water (clear bottles) is encouraged in most classroom settings. The maximum size of a container is 20 oz. Food and beverages are not allowed in classrooms except for special situations, under the supervision of the teacher and with prior administrative approval. Students are encouraged to act responsibly and recycle or discard items in the appropriate receptacles. Vending machines may be used before 10:30 a.m. and after 1:00 p.m. Students are encouraged to acquire snacks from food service during breakfast or lunch serving times.

## **LOCKED DOORS, CAMERAS AND ALARMS**

In order to make KWM/HS a safe environment for all students, we have locked doors, surveillance cameras, and fire and motion alarms. Any student who tampers with any of these items will face disciplinary action and be required to pay restitution for any damage caused and/or expenses incurred by the interference.

## **PUBLIC DISPLAYS OF AFFECTION (PDAs)**

PDAs are not socially appropriate behavior at school or school related activities. The level of acceptable interaction such as handholding or hugs varies with the developmental level of the students. Chronic and/or extraordinary PDA incidents may result in a discipline referral and parent contact.

## **DISCIPLINE POLICIES**

The school board has the power to make and enforce reasonable rules and regulations for the efficient conduct of the schools (MS 123B.09 subd.1 & 123B.02 subd.1). The administration of KWM/HS expects students to act in a reasonable manner socially suitable for all audiences.

## **ACTIONS OF STUDENTS**

Disciplinary action may be taken against students for any behavior considered disruptive of good order or violating the rights of others, and behavior that endangers school district employees, students, and school property. The following acts are unacceptable and subject to disciplinary action at ISD 2172:

Bullying	Classroom Disruption	Inappropriate PDAs
Closed Campus Violation	Disrupting School Climate	Horseplay
Harassment/Violence	Cafeteria Violation	Unauthorized Area
Fighting	Dress Code Violation	Insubordination
Hazing	Disrespect of Others	Lewd Gestures
Terroristic Threats	Inappropriate Language	Vehicle Violations
Weapons Violations		

## **CONSEQUENCES OF STUDENT ACTIONS**

Disciplinary action may include, but is not limited to, the following consequences:

- Warning or Fix-it Plan
- Restitution
- Behavior Modification Contract
- Meeting with Teacher/Counselor
- Meeting with Police Liaison
- Meeting with the Principal
- After School Detention
- Administrative Detention
- Parental Contact
- Required Parental Meeting
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Removal from Class or Activity
- Loss of Credit
- Referral to Police Services
- Required Court Appearance
- Restriction
- Expulsion

## **DETENTION**

### **Teacher Detention:**

Individual staff members may assign detention for disciplinary reasons. Detention will be served in the teacher's room before or after school as determined by the teacher. Students are expected to serve the detention within 36 hours of the disciplinary infraction unless other arrangements have been made with the teacher. Students who fail to serve teacher-assigned detention will be referred to the Principal.

## **EXPULSION**

The School Board may pose expulsion of a student upon the recommendation of the Superintendent and Principal for a period of time of more than five days up to the end of the school year. Expulsions may be imposed only after the student has the opportunity to present evidence at a hearing as to why he or she should not be excluded from the school setting. Hearings will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act.

## **PUPIL FAIR DISMISSAL ACT (PFDA)**

The Act provides definitions/guidelines for schools to administer disciplinary consequences including suspension, expulsion and exclusion, as well as the due process elements necessary for proceedings in these areas. The Act provides that one of the grounds for dismissal is the "willful violation of any reasonable school board

regulation” and “such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.” (MS 121A.45). All students exposed to such proceedings will be given a copy of the PFDA along with a description of the violating behavior that covers the provisions of this Act.

### **REMOVAL FROM CLASS**

Students are expected to respect the integrity of the classroom. Students who disrupt the learning of others may be removed at the teacher’s discretion. An administrator or other appropriate staff person will be contacted to escort the student from the class and work on a resolution to return to class that session or the following session. Students subject to the action of ISS or OSS will be afforded due process and may be restricted from the class setting during the term of the consequence. A written behavior plan may be developed in cooperation with the student’s parent. All class removals will align with the current implementation level of Positive Behavioral Interventions and Supports (PBIS).

### **SUSPENSION (ISS/OSS) RULES:**

The Principal may assign suspension for disciplinary reasons. There are two types of suspension: in-school (ISS) and out-of-school (OSS). Both types, by law, are excused absences. Students will be given credit for work missed, including tests and projects upon completion of the assigned work. For all suspensions, assigned work is due upon return to class.

### **SUSPENSION – IN SCHOOL (ISS)**

*Students assigned to ISS will not be allowed to participate in extracurricular activities for the duration of the ISS period.*

- In-school suspension is served at school during the school day on the first available ISS day following the infraction.
- Students on Individualized Education Plans or 504 Accommodation Plans will have access any specialized instruction scheduled.
- Students in ISS may be asked to complete a behavioral assessment during the session.
- The ISS supervisor will determine when and where the students eat lunch.
- Students are to be prepared with their Chromebook, texts, paper, assignments, sharpened pencils, etc.
- The suspension supervisor, when possible, will assist in obtaining class assignments and/or books for suspended students.
- Failure to successfully complete an ISS may result in another ISS date, dismissal, or OSS.

### **SUSPENSION – OUT OF SCHOOL (OSS)**

- Exclusion from school or a class, in accordance with district policy, may be for a period of up to ten days, and will be imposed by the Principal after an administrative conference.
- OSS infractions will be notified via letter from the Principal to the parent within 48 hours of the assigned suspensions, detailing the reasons for the suspension, a statement of the facts leading to the suspension, the plan of re-admission, and a copy of the Pupil Fair Dismissal Act.
- A student being assigned OSS cannot be on school property or attend school functions.
- An administrative conference is required for students with more than 10 days of suspension to discuss change in placement for the student. This may include expulsion or an interim academic placement.

### **REASONABLE FORCE POLICY**

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

### **CHEMICAL/CODE OF CONDUCT VIOLATIONS**

By enforcing the 2/3/4 week MSHSL suspension period for all students, public participation of any sort will **not** be allowed during the period following a chemical/code of conduct violation. For instance, if a student has a violation within two weeks of Prom/Homecoming/Music events, public representation at events would be inclusive for all extracurricular activities/public appearances during the suspension time. Academic suspensions and activity suspensions are different and need to be interpreted individually. If a student has an academic suspension (OSS/ISS), the suspension from extracurricular activities/public appearances during the time of academic suspension will be enforced.

### **SCHOOL / STUDENT PUBLICATIONS**

School and student newspapers and publications are used for educational purposes. The school holds the final right to administer the content of these publications. Students committing violations through these publications may face disciplinary consequences.

## **ACTIVITIES INFORMATION**

### **CONFERENCE**

KWHS is a member of the Hiawatha Valley League athletic conference which brings our school into competition with the following schools: Byron, Cannon Falls, Goodhue, Kasson-Mantorville, Lake City, Pine Island, Rochester Lourdes, Stewartville, Triton, and Zumbrota-Mazeppa. Schedules can be accessed at <http://hvlconference.org>

### **CO-CURRICULAR FORMS**

Physicals, eligibility, parent permit, insurance forms, and user’s fees must be submitted to the Activities Director before you will be permitted to practice or participate in any extracurricular activity.

### **EXTRACURRICULAR ACTIVITIES**

We are very proud of the wide variety of activities provided for students of KWHS. Each student is strongly urged to take part in some phase of the activity program. You will gain many things, including friendship and sportsmanship that will be long lasting. We feel we have excellent facilities, a quality instructional staff, a supportive administration and faculty, and an active student body. Extracurricular activities open to students in grades 9-12 include those listed below.

Baseball	Basketball	Cheerleading	Cross Country	Dance
Drama	Football	FFA	FCCLA	Golf
Knowledge Bowl	Math Team	NHS	Robotics	SADD
Speech	Soccer	Softball	Track	Volleyball
Wrestling	Trap			

## ELIGIBILITY REQUIREMENTS

KWHS is a member of the Minnesota State High School League, an association of secondary schools formed to govern interscholastic contests in athletics, debate, speech, drama, and music. All MSHSL participants are subject to the rules and regulations of the League. There are some other local rules that also must be complied with.

- Training and participation rules established by the MSHSL, Board of Education and individual Coaches/Advisors.
- Students coming out for an activity after the season has begun must be a fully-participating member of the team for **seven** days before being eligible for interscholastic competition.
- Full participation means that a participant attends and participates in all practices and games.
- Students who are ineligible for MSHSL events for academic/chemical ineligibility **must** be a fully-participating member of the team from the first day of practice until the end of the season to count toward reinstatement.
- Students must be enrolled in at least 3.0 academic credits per semester to participate in MSHSL activities (grades 9-12).
- Scholarship - Participants shall strive to be successful in all classes. A student must meet school and MSHSL eligibility requirements defining a full-time student and have received no failing grades in the most recent grade-reporting period. **A student who becomes academically ineligible by receiving a failing grade may regain eligibility by meeting the academic standard following a period of 10 scheduled school days and nights of ineligibility.** A student regains eligibility immediately if incompletes are made up within two weeks after a grade-reporting period. For fall sports in which the date of earliest competition is before the first day students are in class, the minimum ineligibility period shall be the lesser of 1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). **Paperwork to establish academic eligibility must be pick up and returned to the office before eligibility is reinstated.**
- Students must be making graduation progress to compete in interscholastic activities. The threshold for academic progress is 2.5 credits per semester enrolled.

## FEE STRUCTURE

Athletics - Grade 9-12	\$130
Athletics - Grade 7-8	\$90
Cheerleading	\$90
Non-athletic extracurricular activity	\$55
Maximum fee per family	\$600

Students paying athletics fees are allowed into games for no charge during that season. Students will be issued a laminated sports pass with their picture on it that they can show at the gate for admission. Otherwise, they will need to pay. Fees must be paid in the activities office or online. Fees may be reduced to 50% in cases of undue hardship. The Principal will determine hardship in each case and process waiver requests. **Fees must be paid prior to participation.** When injury or illness prevents continuation in the sport/activity, a refund will be made up until the time of the first public appearance. There will be **no refund** if a student quits a sport/activity. After the first public appearance, no refund will be made. Refunds will be made by check from the business office. The Athletic Director will process refund requests.

## FUNDRAISING

All fundraising activities involving outside contractors must be pre-approved by the School Board. Fundraising request forms should be turned into the Principal well in advance so that permission can be obtained.

## MISS SCHOOL - MISS GAME OR PRACTICE

A student absent for any part of the day may not take part in any after school activity for that school day unless excused in advance by the Principal. A student who took part in an after school activity the night before must be in school the entire next day to take part in that day's after school activity unless excused in advance by the Principal. This includes practices, games, contests, plays, musicals, etc. All appointments must be approved at least one day in advance. In case of emergency, the office should be notified by phone, by the parent/guardian, as soon as possible if a student will miss any school the day of or the day following an event. Students assigned to ISS will not be allowed to practice/participate in practices/events during the duration of the assigned ISS period.

## PHYSICAL EXAMINATIONS AND PARENT PERMIT

Any student who intends to participate in high school interscholastic athletics and cheerleading activities must have on file in the school a record of a physical examination performed by a doctor (M.D., D.O., or D.C.) within the previous three years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required.

## SPORTSMANSHIP CODE OF CONDUCT

- Respect the American flag and the National Anthem. At the beginning of the varsity contest, it is customary to play the National Anthem as an outward means of showing the pride and respect we have for our country.
- Spectators must wear clothing that covers the entire torso. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the arena/stadium if they do not cooperate with this behavior expectation.
- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school and/or tournament administrators.
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- Hand held signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, "white" boards or other similar items contest/tournament officials deem to be in poor taste will be removed.
- Signs on sticks, balloons, or any other type of artificial, celebratory items are not permitted.
- Artificial noise makers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed.
- Laser lights are strictly prohibited.

Thank you for supporting your student athletes and fine arts participants and for providing a positive environment in which educational activities are conducted.

## STUDENT ACTIVITY PURCHASE ORDERS

Any student who is directed to purchase something from student activity funds must get permission through their organization. When this expenditure is approved, official district paperwork must be filed before purchase. Please consult your advisor on this process. All charges must be signed by the individual doing the purchasing and indicate which class or organizational activity should be billed. All CLASS/ORGANIZATION MONIES are kept in an audited activity fund. Advisors of each student activity organization will receive a financial report from the district office at the end of each month.

## **STUDENT COUNCIL**

The Student Council is an organization through which the students may express their opinions, assist in the administration of the school and participate in the management of school enterprises. The Council tries to promote student leadership and initiative.

The Council meets monthly and when necessary special meetings are called. The major responsibilities of the Council are grade-level representation, leadership for advisory meetings, sponsoring school activities, servicing vending machines and sponsoring special student activities. If you have any concern or complaint, please see one of the representatives from your class. Within the Council, Class Presidents are elected by their respective classes. The Student Council will elect from its membership a Student Council President and Vice-President and one person to serve as Class Secretary/Treasurer for each class.

## **WEIGHT ROOM**

The weight room is only used by classes during school hours. Adult supervisors must be present during before or after school hours. Students are expected to follow all posted rules or privileges may be revoked.

# **K-W SCHOOL BOARD POLICIES**

The following policies are KW School District Board Policies. This handbook does not include all School Board Policies, but additional policies can be found on the District website at [www.kw.k12.mn.us](http://www.kw.k12.mn.us) under "District Office" – "School Board" – "School District Policy Page".

## **BULLYING PROHIBITION POLICY**

### **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 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.
- B. 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.
  - 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 on the district website, 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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 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 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.

## CHEMICAL USE/ABUSE POLICY

Independent School District # 2172 forbids students to knowingly possess, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind either on the school grounds or off the school grounds at a school sponsored activity. Drugs used with the authorization of a registered physician will not be in violation of this policy. For a complete copy of this policy, please call the District Office.

Effective September 9, 1987, smoking and use of tobacco products shall be prohibited in school buildings and ISD school vehicles, and grounds for school activities. This shall be enforced for all students, staff, and citizens. The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedure listed under the Penalties.

### Dangerous, Harmful, and Nuisance Substances Definitions

**ALCOHOL:** Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, or at school sponsored activities.

**TOBACCO:** Students are prohibited from using, distributing, or possessing tobacco at school, on school grounds, or at school sponsored activities. This includes products containing or products used to deliver nicotine, tobacco products, and other chemicals.

**DRUGS:** Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, on school grounds, or at school sponsored activities.

The use of alcohol or drugs is to include the appearance of students in school, at school functions, or riding school vehicles who are to any degree under the influence of alcohol or drugs. By statute, law enforcement agencies will provide written notice to the school of any chemical violation. The notice will be in writing.

### Drug/Alcohol Consequences

The use, possession, or sale of illegal drugs or paraphernalia on school premises is strictly forbidden. Drug and alcohol infractions of this nature will result in the following consequences that are administered to students who violate the definitions listed above. The penalty for violation(s) of this rule shall be:

- 1<sup>st</sup> Violation - At least a 3-Day out-of-school suspension with a readmission conference with parent.
- 2<sup>nd</sup> Violation - At least a 5 Day out-of-school suspension with a readmission conference with parent.
- 3<sup>rd</sup> Violation - At least a 10 Day out-of-school suspension with a possibility of expulsion. A school board disposition hearing will be scheduled for any student who has three violations of this nature throughout a student's KWHS career.

**REVISION:** Drug and alcohol violations are cumulative while a student at KWM/HS. Violations that are deemed to be more threatening to students, such as with potential and/or intent to distribute to other students will be subject to a school board disposition hearing for the purpose of determining whether expulsion is in order.

### Tobacco Consequences

The use or possession of tobacco on school premises is strictly forbidden. Tobacco infractions of this nature will result in the following consequences that are administered to students who violate the definitions listed above. The penalty for violation(s) of this rule shall be:

The penalty for violation of this rule shall be:

- 1<sup>st</sup> Violation: 1-DAY suspension and parents will be called.
- 2<sup>nd</sup> Violation: 2-DAYS suspension with a readmission conference with parent.
- 3<sup>rd</sup> Violation: 3-DAYS suspension with a readmission conference with parent.

### DRUG-FREE ZONE

School, park, public housing and drug treatment center zones begin at the boundaries of the property extending 300 feet, or one city clock from that point, whichever is greater. Those who sell or use drugs in or around these areas will now face tougher penalties (MS 152.01, 1997). This extends the realm of the law from school zones to areas surrounding school property.

## HARASSMENT AND VIOLENCE POLICY

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, 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.

### III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
  2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Age" means the person is over the age of 25 years.
  2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  3. "Familial status" means the condition of one or more minors being domiciled with:
    - a. their parent or parents or the minor's legal guardian; or
    - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  6. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  7. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
  8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
    - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
    - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
  2. Sexual harassment may include, but is not limited to:
    - a. unwelcome verbal harassment or abuse;
    - b. unwelcome pressure for sexual activity;
    - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of 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.
- F. 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.
- G. Violence; Definition
- Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other

school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts 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, the Principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- 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 harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the school board.
- 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 harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

#### **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, 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 others 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 harassment or violence prohibited by this policy.
- 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 may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of 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. 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 makes a good faith report of alleged harassment or violence prohibited by this policy 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, harassment, or intentional disparate treatment.

#### **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 seeking 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 be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

## **DANCE POLICY**

### **Guest Procedures**

Only Kenyon-Wanamingo students and pre-approved guests may attend Kenyon-Wanamingo School dances. The pre-approved guests must be at the corresponding school program level as the dance host. The guest must be approved by the Principal at least two days in advance of the dance/prom. To invite a guest to the dance, the following must be satisfied:

To receive approval to attend the K-W Prom, the KWHS student requesting a guest must complete and sign a form that includes the host student's name, guest's name, and guest's proof of ID or signature from the Principal of the outside district indicating they are a high school student, address, phone number, and parental signature. The guest must be under 21 years of age. If a Prom guest is 21 years of age or older, they may be permitted to participate in picture sessions and the grand march, but will not be allowed into the Prom dance. All Proms that accept non-high school students must have a registered law enforcement officer on duty. The expense of this officer will be incurred by the sponsoring student organization. All people attending the dance/prom will abide by the authority of the faculty/staff advisors and/or law enforcement officers or be subject to criminal statutes for their behavior.

Each KWHS student may invite up to two guests per dance. Violations of school policy by guest students will be reported to their parents and school. This policy should be delivered to the host student. We will assume that these rules have been transmitted to our guest student.

### **General Dance Rules**

- Doors to the dance close no later than 30 minutes after the beginning of the dance. No one will be allowed to enter the dance after that time unless they have made previous arrangements with the Principal or supervising staff member.
- When someone leaves the dance, he or she may not reenter the dance. ONCE IN, ONCE OUT!
- All dances held on nights immediately preceding a school day shall finish by 10PM. All weekend events must be concluded by 11PM (middle school) & 12AM (high school). Students must leave the dance before that time or have their parents pick them up at that time.
- Attendance at the Spring Prom is restricted to juniors and seniors. Sophomores, however, may attend the prom if they come as a date of a junior or senior.

## **GRADUATION REQUIREMENTS POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from ISD 2172.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school district that all students must pass the Minnesota Comprehensive Assessments Second Edition (MCA-II's) per state requirements or higher guidelines and must satisfactorily complete, as determined by the school district, all course credit requirements and graduation standards, as established by the school board, in order to participate in commencement and graduate.

### **III. DEFINITIONS**

- A. "Course credit" is equivalent to a student's successful completion of an academic year of study or a mastery of the applicable subject matter, as determined by the district.
- B. "Department" means the Department of Education.
- C. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- E. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

### **IV. DISTRICT ASSESSMENT COORDINATOR (DAC)**

The Superintendent shall appoint a DAC. This person is in charge of all test procedures and shall bring recommendations to the school board annually for approval. The DAC will work under the direct supervision of the superintendent and in cooperation with the school principals and counselors.

### **V. GRADUATION REQUIREMENTS**

- A. All students need to fulfill MN graduation test requirements:
  1. for reading and mathematics:
    - a. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the Minnesota comprehensive assessments in grade 10 for reading and grade 11 for mathematics or achieving a passing score as determined through a standard setting process on the graduation-required assessment for diploma in grade 10 for reading and grade 11 for mathematics or subsequent retests;
    - b. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in reading and the mathematics test for English language learners or the graduation-required assessment for diploma equivalent of those assessments for students designated as English language learners;
    - c. achieving an individual passing score on the graduation-required assessment for diploma as determined by appropriate state guidelines for students with an IEP or 504 plan;
    - d. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the state-identified alternate assessment or assessments in grade 10 for reading and grade 11 for mathematics for students with an IEP; or
    - e. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP; and
  2. for writing:
    - a. achieving a passing score on the graduation-required assessment for diploma;
    - b. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in writing for students designated as English language learners;
    - c. achieving an individual passing score on the graduation-required assessment for diploma as determined by appropriate state guidelines for students with an IEP or 504 plan; or
    - d. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate

state guidelines for students with an IEP.

- C. To graduate, ISD 2172 students must pass the following high school level course credits for graduation:
1. Four credits of language arts;
  2. Three credits of mathematics, encompassing at least algebra, geometry, statistics and probability sufficient to satisfy the academic standard. All students must satisfactorily complete an algebra I credit by the end of eighth grade. Students scheduled to graduate in the 2014-2015 school year or later must satisfactorily complete an Algebra II credit or its equivalent to graduate. Students who do not pass the 11<sup>th</sup> Grade GRAD Mathematics exam are required to complete the district remediation plan which includes attendance and successful mastery or remedial courses, as well as earning a passing grade in a semester-long Mathematics course during the senior year.
  3. Three credits of science, including at least one credit in biology. Students scheduled to graduate in the 2014-2015 school year or later must satisfactorily complete a chemistry or physics credit;
  4. Four credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics, or three credits of social studies, encompassing at least United States history, geography, government and citizenship, and world history, and one-half credit of economics taught in a school's social studies, agriculture education, or business department;
  5. One credit in the arts; or career and technical education credit that meets the standards under either the chemistry or physics credit;
  6. Two courses in Health and Physical Education;
  7. At least 21.5 credits must be earned in graded, classroom credits that fulfill the MN Academic Standards; and up to 5.5 credits can be obtained through pass/fail mechanisms such as: Credit Recovery, Work Experience, Tutoring, as well as other courses that are not taught by a licensed teacher in their area of licensure.
  8. An agriculture science course may fulfill a science credit requirement to the specified science credits in biology and chemistry or physics under Section V.C.3. above.
  9. A career and technical education course may fulfill a science, mathematics, or arts credit requirement in addition to the specified science, mathematics, or arts credit under Section V.C.2., V.C.3., or V.C.5. above.
- D. All students must satisfactorily complete the following required and elective standards, in accordance with the standards adopted by the school district:
1. School District Standards, Health and Physical Education (K-12);
  2. School District Standards, Vocational & Technical Education (K-12); and
  3. School District Standards, World Languages (K-12).
- E. Academic standards in health, physical education, world languages, and vocational and technical education will be reviewed on an annual basis.\*
- F. All students must satisfactorily complete the following Academic Standards:
1. All students must satisfactorily complete the following Minnesota Academic Standards, in accordance with the standards developed by the Department:
    - a. Minnesota Academic Standards, Language Arts K-12;
    - b. Minnesota Academic Standards, Mathematics K-12;
    - c. Minnesota Academic Standards, Science K-12;
    - d. Minnesota Academic Standards, Social Studies K-12; and
    - e. Minnesota Academic Standards, Arts K-12; or
    - f. Minnesota Academic Standards, Social Studies K-12, or have met the requirements of an IEP, a Section 504 accommodation plan, or alternative learning center;
    - g. Minnesota Academic Standards, Arts K-12, or have met the requirements of an IEP, a Section 504 accommodation plan, or alternative learning center; and
    - h. Alternative standards established in the student's IEP in the academic areas of language arts, mathematics and science.

## VI. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07 upon meeting the following conditions:

- A. All course or standards and credit requirements of the ISD School Board and State of Minnesota must be met;
- B. The Principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. Parents shall grant their approval in writing; and
- D. Following the interview, the Principal's decision shall be in writing and subject to review by the superintendent and school board. The parents will be notified in writing of the final decision made on the early graduation request.

## VII. NOTICE

The school district will notify students and their parents of the school district's graduation requirements within 30 working days of a student's entry into ninth grade.

## **INTERNET ACCEPTABLE USE AND SAFETY POLICY**

### I. PURPOSE

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.

### II. GENERAL STATEMENT OF POLICY

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.

### III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

#### IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

#### V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    - d. information or materials that could cause damage or danger of disruption to the educational process;
    - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute 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.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. 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's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  5. 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.
  6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
    - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
    - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
      - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
      - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
    - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
  7. Users must keep all account information and passwords on file with the designated school district official. 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. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. 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.
  9. Users will not use the school district system for conducting 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.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. 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. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may 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 or, in the case of a school district employee, the building administrator.

#### VI. FILTER

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to

adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult and students under direct supervision of an adult, to enable access for bona fide research or other lawful purposes.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user’s own risk. The system is provided on an “as is, as available” basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district’s liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student’s parents.
  - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
  - 7. Notification that, should the user violate the school district’s acceptable use policy, the user’s access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS’ RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student’s use of the school district



system and of the Internet if the student is accessing the school district system from home or a remote location.

- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  5. A statement that the school district's acceptable use policy is available for parental review.

### **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

## **SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

### **II. GENERAL STATEMENT OF**

- A. Lockers and Personal Possessions within a Locker  
Pursuant to Minnesota statutes, 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 officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.
- B. Desks  
School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
- C. Personal Possessions and Student's Person  
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.
- D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

### **III. DEFINITIONS**

- A. "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," overdue books and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **IV. PROCEDURES**

- A. 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.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

### **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

#### **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

#### **VII. VIOLATIONS**

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 officials.

## **TRANSPORTATION POLICY**

The purpose of this policy is to insure the safety of our children to and from school. If you have any questions, please access the entire policy in the district office. The school district is now operating its transportation safety program under these guidelines. The School District will also provide student safety education for bicycling and pedestrian safety. Students will be given a copy of school bus and bus stop rules during school bus safety training. The School District's curriculum for transportation is maintained and available for review in the Office of the Superintendent. If you have any questions, please call Superintendent Jeff Evert at 507-789-7001.

### **SCHOOL BUS CONDUCT**

Riding the School Bus is a privilege, NOT a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. No fighting, harassment, intimidation or horseplay. Talk quietly and use appropriate language. No use of alcohol, tobacco or drugs. Sit in your seat facing forward. Do not throw any object. Do not bring any weapon or dangerous objects on the school bus. *A student who has unexcused absences from one or more classes during the school day will lose his/her riding privileges.* All school rules are in effect while a student is riding the bus or at the bus stop. The HS Principal will impose consequences for school bus/bus stop misconduct. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

### **CONSEQUENCES**

All violations of school conduct rules while riding on the bus and any violation of School Bus Rules will be considered an infraction. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

NOTE: Based on the severity of the offense, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

### **VANDALISM/BUS DAMAGE**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid. In cases involving criminal conduct (for example, assault, weapons, possession vandalism), the Supt., local law enforcement officials and the Dept. of Public Safety will be informed.

### **SCHOOL BUS STOP**

Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students. Wait until the bus stops before approaching the bus. Respect the property of others while waiting at your bus stop. Stay away from the street, road or highway when waiting for the bus. No eating on the bus. After getting off the bus, move away from the bus. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

### **VEHICLES/ PARKING**

#### ***Student Driving***

Students are permitted to drive to and from school before and after their school day. Students are permitted to park in school district locations as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus must park the motor vehicle in the parking lot designated for student parking only. Students may no longer park on the city street/bus lane as per city ordinance and are to comply with the "DO NOT ENTER" sign exiting the south side of the lot. Students may enter the lot on the south and west sides, but only exit on the west.

#### ***Patrols, Inspections and Searches***

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched without notice, without student consent, and without a search warrant when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy. If a search yields contraband, school officials will seize the item, be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include Suspension, exclusion, or expulsion. In turn, the information may be turned over to legal officials for ultimate disposition when appropriate.

#### ***Ticketing***

School and liaison officials have the authority to regulate school parking grounds. Students have parking available in the west student lot. Students parking in faculty/staff lots or visitor parking spots will be issued a \$5 fine for a first offense and \$10 for every violation thereafter. Failure to pay the fine after a reasonable amount of time will result in a loss of on-campus parking privileges.

## **UNPAID MEAL CHARGES - 534**

Adopted: February 22, 2016

Revised: August 28, 2017

### **I. PURPOSE**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive

the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

## **II. PAYMENT OF MEALS**

A. All meal purchases are to be prepaid before meal service begins. Families may add funds to the account through the district website <https://kw.revtrak.net> or by cash payment. A student who does not have sufficient funds will not be allowed to charge meals beyond a \$10.00 maximum or select a la carte items until additional money is deposited in the student's account.

B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance. Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available at the Elementary, Secondary School and District Offices.

C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be charged to an account reserved for student support.

E. When a student has a negative account balance, the student will not be allowed to charge a snack item.

F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

## **III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION**

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. The parent/guardian/student will be notified when the household account is at \$10.00 or less. The student may be notified in line that their account is less than \$10.00, and the student may be given a written notice to the parent/guardian to bring home, based upon the age and developmental level of the student.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

D. The school principal will be regularly notified by food service of negative balances. The second consecutive day of offering the substitute breakfast or lunch, the building principal or their designee will contact the household and review with them their responsibility to provide meals for their student and to facilitate available options.

E. Assistance from county Social Services may be requested by the school social worker for possible neglect when the above procedures have been unsuccessful.

## **IV. UNPAID MEAL CHARGES**

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than \$10.00 not paid prior to the end of the school year, may be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

## **V. COMMUNICATION OF POLICY**

A. This policy and any pertinent supporting information shall be provided in writing through each school site's student handbook at the start of the school year or at the time of enrollment. All school district personnel are responsible for enforcing this policy.

B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

## **SCHOOL 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 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.

### **III. DEFINITIONS**

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 person 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 person shall use articles designed for other purposes (i.e., lasers or laser pointers, 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 any school building or grounds, whether leased, rented, owned or controlled by the school, locations of 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, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the Principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the Principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
  2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
  5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  7. a gun or knife show held on school property;
  8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the Principal or other person having general control and supervision of the school or the director of a child care center; or
  9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. 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. 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.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

#### V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district 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 of perpetrator and victim (if there is a victim involved); and
  5. recommendation to the superintendent of dismissal for a period of time 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.
- C. Administrative Discretion  
While the school district 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.

#### VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

- A. Employees
1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
  2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
  3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
  4. Permit-holding employees while at work or performing employment-related duties may store firearms in a locked container or locked compartment of a vehicle with trigger locks in place.
- B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**Minnesota Department of Education - Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing –**

**<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>**