

**TRACY AREA HIGH SCHOOL  
DISTRICT #2904  
934 PINE STREET  
TRACY, MN 56175  
www.tracy.k12.mn.us**

**2017-2018**

**“EDUCATION AS A LIFESTYLE”**

PROUDLY SERVING THE COMMUNITIES OF TRACY, MILROY,  
AMIRET, GARVIN, CURRIE, WALNUT GROVE, BALATON,  
LUCAN, AVOCA, DOVRAY

DR. CHAD ANDERSON, SUPERINTENDENT  
KATHY VONDRACEK, PRINCIPAL  
BILL TAUER, ACTIVITIES DIRECTOR  
ANGELA FISCHER, SECRETARY  
MARY ARNOLD, REGISTRAR  
SONJA GASCA, COUNSELOR

HIGH SCHOOL OFFICE – 507-629-5500  
HIGH SCHOOL GUIDANCE OFFICE – 507-629-5512  
HIGH SCHOOL FAX – 507-629-5507  
ACTIVITIES OFFICE – 507-629-5510  
BUS GARAGE – 507-629-5526

HOME OF THE TMB PANTHERS

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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## WELCOME TO TRACY AREA HIGH SCHOOL

The purpose of the handbook is to provide relevant and current information related to policies and procedures to students and parents. Take time to read it and be informed.

It is our goal to help each student in this school become the type of person who will use and develop his or her abilities to the fullest. This goal can be accomplished by people willing to work hard.

Take pride in yourself and in your school and never fail to give due respect to your fellow students and faculty.

### BOARD OF EDUCATION

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J. Jurgens	Psychologist
Kristy Campbell	FACS
Karl Campbell	Ind. Arts/Ag
Jason Kainz	SpEd/PE/Health
Tamara Purrington	Math
	Ag
Heather Kamrud	Science
Sondra Nyquist	Special Ed

### OFFICE PERSONNEL

Jeanette Lerohl: Finance Assistant  
Mary Arnold: Guidance Registrar  
Angela Fischer: High School Secretary  
Pat Sommervold: Finance Officer  
Sarah Behrendt: Special Ed Secretary

### CUSTODIANS

Jo Pyle, Supervisor

Jeff Alf

Karen Filkins

Jennifer Olivier

### PARAPROFESSIONALS

Mary Sweetman

Keren Jorde

Hilary Sanders

Karen Ziemke

Wanda Apperson

John Verly

## **COOKS**

Michele Hawkinson, Director  
Danelle Taveirne  
Marlene Frisvold/Kelly Hanson  
Janice Heern  
Kari Bierman

## **PREFACE**

The following act was enacted by the Minnesota State Legislature:

## **SCHOOLS AND SCHOOL DISTRICT CONDUCT OF SECONDARY SCHOOL STUDENTS**

An act relating to education providing that the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single act of reasonable rules and regulations promulgated by the local Board of Education. Minnesota State Statute: 120.71-76

## **FACTS ABOUT STUDENT REGISTRATION AND THE OPENING OF SCHOOL**

In the winter of each year, students register for the subjects they are going to take the following year. During the summer, new students should register. Any student wishing to make changes on the previous registration should do it early in the summer to avoid complications when school opens in the fall.

## **HEALTH INFORMATION IMMUNIZATIONS**

In order to be legally enrolled in a Minnesota school, all students must present proof that they have met the immunization requirements for Minnesota students. **STUDENTS WHO DO NOT MEET THE IMMUNIZATION REQUIREMENTS ARE NOT ALLOWED TO STAY ENROLLED IN SCHOOL.**

TAHS also reserves the right to with hold student athletes from participation until immunization records are complete.

The Minnesota Student Vaccination Requirements for grades 7-12 are as follows.

### **\*\*DTP**

Complete initial series of at least three doses, PLUS a tetanus booster (Td) given after age seven.

### **\*\*POLIO**

Completed series of at least three doses.

### **\*\*MMR**

Two doses required.

### **\*\*HEPATITIS B --complete series**

REQUIRED for grade seven students.

- Strongly recommended for students grades 8-12.

Additional immunization requirements are needed for students entering Grade

Grade 7 students must show proof of having received both:

- Completed Hepatitis B series.
- Proof of vaccination for chicken pox, OR month and year of having had the disease.

### *Exemptions to the Minnesota Student Immunization Law:*

If a student cannot have vaccinations for medical reasons, or due to personal or religious convictions, you can claim an exemption to the immunization law for your student's record. Call the school nurse for details on how to claim an exemption. Please note: exemptions must be in writing to be considered valid.

If there are questions about these immunization requirements or your student's school vaccination record, please contact the school nurse.

### **MEDICATIONS**

Medications can be dispensed in school only when absolutely necessary and for the well being of the student. All medications must be kept in the school health room unless special

arrangements have been made with the school nurse.

**MEDICINE USAGE AT SCHOOL**

School employees may not administer medication (this includes over the counter medications such as aspirin, vitamins, cough medicines, etc.) unless prescribed by a physician. A doctor’s written request must be provided including the name of the drug, the dosage and time of administration. In addition, a written request is needed annually from the parent asking that the school administer the prescribed medication. The medication must be in its own prescription container. Medication must be administered through the nurses’ office.

When medications are needed during the school day. . .

- The student’s physician must either write a separate prescription for school use, or use the district medication form stating the reason for the medication, the dosage, time and frequency that the medications should be administered during school hours.
- Parents must also provide written permission for school personnel to administer medication.
- Medication must be supplied in original labeled bottles. For prescription medication, ask the pharmacist for a bottle for home and one for school each time the prescription is refilled. Non-prescription medication must also be provided in the original labeled container/packaging.

**REGULAR DAY**

1<sup>st</sup> Period: 8:02-8:47  
 2<sup>nd</sup> Period: 8:51-9:36  
 3<sup>rd</sup> Period: 9:40-10:25  
 4<sup>th</sup> Period: 10:29-11:14

<b>JH Lunch:</b>	11:14-11:44
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JH 5 <sup>th</sup> Period:	11:48-12:33
SH 5 <sup>th</sup> Period:	11:18-12:03
<b>SH Lunch:</b>	12:03-12:33
6 <sup>th</sup> Period:	12:37-1:22
7 <sup>th</sup> Period:	1:26-2:11
8 <sup>th</sup> Period:	2:15-3:00

**TWO HOUR LATE START SCHEDULE**

1<sup>st</sup> Period: 10:02-10:32  
 2<sup>nd</sup> Period: 10:36-11:06  
 3<sup>rd</sup> Period: 11:10-11:40

<b>JH Lunch:</b>	11:40-12:10
SH 5 <sup>th</sup> Period:	11:44-12:14
JH 5 <sup>th</sup> Period:	12:14-12:44
<b>SH Lunch:</b>	12:14-12:44
4 <sup>th</sup> Period:	12:48-1:18
6 <sup>th</sup> Period:	1:22-1:52
7 <sup>th</sup> Period:	1:56-2:26
8 <sup>th</sup> Period:	2:30-3:00

**PLC Schedule (Fridays)**

Character/Study(7-9): 8:02-8:52  
 1<sup>st</sup> Period: 8:59-9:32  
 2<sup>nd</sup> Period: 9:36-10:10  
 Ramp Up: 10:14-10:42  
 3<sup>rd</sup> Period: 10:46-11:20

<b>JH Lunch:</b>	11:20-11:50
JH 5 <sup>th</sup> Period:	11:54-12:28
SH 5 <sup>th</sup> Period:	11:24-11:58
<b>SH Lunch:</b>	11:58-12:28
4 <sup>th</sup> Period:	12:32-1:06
6 <sup>th</sup> Period:	1:10-1:44
7 <sup>th</sup> Period:	1:48-2:22
8 <sup>th</sup> Period:	2:26-3:00

**PARENT’S AND GUARDIAN’S RESPONSIBILITY**

When a student must be absent from class for illness, religious observation, or unforeseeable emergencies, parents must CALL Tracy Area High School to inform the principal’s office of the absence. This notification must be made on the day of the absence by 8:20 a.m. If it is not

possible to contact the office by phone, a written note with parent signature must be received by our office upon the student's return. If we do not receive either a note or phone call, the absence will be considered unexcused and the student will be marked truant.

Students that leave the building at anytime during the school day without notifying the Principal or the secretary, to receive permission to leave, will be considered as skipping. The student must sign out with parent permission.

The school attendance policy and state law, in general, DO NOT accept the following as excused absences:

1) oversleeping; 2) parents needing an errand performed; 3) haircuts and beauty appointments; 4) friends or relatives visiting; 5) pets needing care; 6) friends and relatives needing a ride; 7) shopping; 8) missed bus or vehicle problems except in extremely severe weather; 9) senior pictures; 10) other. All these excuses are viewed both by the school district and by state law as inappropriate disruptions to the student's education.

### **MAXIMUM ABSENCE RULE**

A student will not receive credit for any class in which absences reach beyond 15 days for one semester. Absence beyond 8 days in any quarter class will result in no credit being given. Medical situations may be excluded. Parents will be notified in writing when a student is absent for ten days. Parents have the right to excuse absences for their child, but it is the right of TAHS to deny credit to a student who misses more than 15 times per class.

### **I. CLASSIFICATIONS OF ABSENCES**

#### **A. School Authorized Absences:**

1. All school approved absences through the principal's office.

2. Official religious holidays.
3. Death in the immediate family i.e. grandparents, brothers, sisters, and parents.
4. Court ordered appearances.
5. Medical appointments.

#### **B. Verified Absences**

These absences need to be verified at the time a student returns to school. Examples would be illnesses, family emergencies, or pre-arranged absences with parental permission. Extended medical absences require a doctor's note.

#### **C. Unexcused Absences**

All absences not school authorized and not verified by parents are considered as unexcused. Detention will be assigned at "double the time missed" and disciplinary action will be taken, which could result in suspension and/or loss of credit.

### **II. MAKE UP POLICY**

All work for absences must be made up. Verified absences receive full credit for work missed. Students with unexcused absences may receive up to 70% for the make-up work. Make-up work will be due "after the number of days absent plus one".

### **III. APPEAL PROCESS**

There is an appeal process for students and parents that feel extenuating circumstances apply to their case.

A. An appeal must be initiated within three days of notification of loss of credit. An appeal form must be picked up in the office and returned to the principal's office within the three day time period. Failing to return the appeal form within three days results in automatic loss of appeal. During the appeal process, the student will remain in class pending the outcome of the appeal proceedings.

B. Notification as to whether the appeal has been approved or denied will be made within three school days by the principal.

C. The appeal will be handled by a committee made up of the counselor, two-four faculty members, and an administrator.

### **PRE-ARRANGED ABSENCES**

In the event you know you will have to be absent, plan with your teacher and principal, and, if possible, take care of make-up work before being absent. You must notify the office of any pre-arranged absences prior to your absence. You will be given an admit slip that you must show to your teacher.

### **PROCEDURE FOLLOWING AN ABSENCE**

A. Student's must get an admit slip from the office on the day of their return to school. This must be done before the school day begins. Every student must have an admit slip and present it to each teacher for every class that he/she missed. Teachers will not admit students back into class without an admit slip. It is the student's responsibility to obtain any make-up work from their teachers.

B. The student will present the admit slip to each instructor to obtain make-up work. Students are responsible for completing the make-up work. (Remember, the number of days absent plus one.)

C. Pupils absent due to injury, illness, or pregnancy may be placed on home instruction upon a medical doctor's recommendation and approval of the school administration.

### **EXTRA-CURRICULAR ATTENDANCE**

In order to participate in events and/or practices, or other school sponsored activities, students **MUST** be in school for four periods the day of the

event. Pre-arranged excused absences are permissible.

### **COMPULSORY ATTENDANCE**

All children between the ages of seven and 17 residing in the district shall be in attendance at the public school or at an accredited parochial school until they reach their 17th birthday or until they have graduated. It shall be the policy of the district to accept for enrollment in addition to the above group, children between the ages of five and seven and between 17 and 21 without any tuition charged to the individual child. Any student who is 17 years old who seeks to withdraw from school, the student's parent or guardian must:

- (1) attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and
- (2) sign a written election to withdraw from school. \*(120A.22)

### **STUDENTS 18 YEARS OLD OR OLDER**

Many wonderful things happen when you become 18! Some things happen that add more responsibility to your personal and school life. You are considered a legal adult - you can vote, you can get a real estate license, you can apply for a loan, just to name a few. In general, you have most of the same freedoms - and responsibilities - as any adult in the community. However, state laws require that schools enforce the same rules on all students, regardless of their age (with a few exceptions). Please understand that your role as a student supersedes your position as an 18 year old adult. You will be held accountable for your actions as a student - and as an adult - throughout your high school education.

### **TRUANCY**

A student absent from school for reasons other than illness or those not given prior approval by the building principal shall be considered truant.

When a student has more than seven unexcused absences, the county attorney will be notified.

### **BUILDING PASSES**

There are occasions when a student may find it necessary to leave school for a short time during the day.

A phone call or note from parent or guardian to excuse the student during the day must be directed to the principal or secretary before building passes will be issued.

### **TARDIES**

Students will receive one hour detention after three unexcused tardies in the same class period, with an additional hour for every tardy beyond the third. Consequences will start over each quarter. Detention for tardies must be served with the detention supervisor on Tuesdays and/or Wednesdays from 3:05-4:30 (or longer if arranged with detention supervisor).

After a student earns two unexcused tardies/one class period a letter will be sent home to the parent explaining the policy and consequences. After the third tardy in the same period, the student will be given detention.

All detention must be served before credit is given for the semester classes during which it was given.

### **VISITORS TO THE BUILDING**

Any visitor to the building must come to the office and receive an ID Tag. Permission to visit school is at the discretion of the office personnel. Students having visitors must seek prior approval from office personnel three days in advance of the visit.

### **DETENTION**

Detention will be served on Tuesday and Wednesday afternoons from 3:05 -4:30 pm (or longer if pre-arranged w/supervisor).

### **TRANSFERRING TO ANOTHER SCHOOL**

Any student whose family moves out of the Tracy School District should report to the office several days before leaving so the transfer can be completed properly. All bills must be paid before a transcript will be forwarded.

### **DRIVER EDUCATION PROGRAM**

Classroom instruction will be offered in two - two week sessions per year. Cost is \$300. Behind the wheel training will follow. Contact the Activities Office at 629-5510 for information. (\$150: Classroom/\$150: Behind the Wheel.)

### **ROYALTY ELIGIBILITY**

No student with more than one (1) MSHSL violation (or who is currently serving a suspension due to a MSHSL violation) or students that are more than 50% PSEO will be allowed to participate in "Royalty situations". This includes Homecoming, Sweetheart Dance and Snow Dance. Statute of Limitations will apply under the following condition: Students not involved in TAHS and/or MSHSL activities for the past 24 months and have no MSHSL violations during that time period, are eligible for "Royalty situations."

### **EXTRA CURRICULAR ACTIVITIES**

#### **SPORTS**

Football	Basketball
Wrestling	Track
Volleyball	Golf
Baseball	Cheer Team
Dance Team	

Cross Country  
Girl's Softball  
Soccer

**FINE ARTS**

Band	Choir
Flag Team	Speech
One Act Play	School Plays

**ACTIVITIES**

FFA	FCCLA
Peer Helpers	Student Council
Teton	Knowledge Bowl
Big-Buddies	National Honor Society

**ACTIVITY TICKETS**

Students in grades 7-12 may purchase an activity ticket which will admit them to all school events for the year except sub-section athletic events, tournaments and homecoming. Students without an activity ticket will have to pay regular admission prices. This includes students who forget to have their ticket in possession. The cost of the activity ticket is as follows:

- \$20.00 (1 student family)
- \$19.50 (2 student family)
- \$19.00 (3 student family)
- \$18.50 (4 student family)

**STUDENT INSURANCE**

The school district does not provide any type of health or accident insurance for injuries incurred by a student at school. However, a voluntary plan is available to you through an outside insurance company. Several package plans are available to parents for their purchase. If parents feel they have adequate insurance coverage or wish not to purchase the voluntary plan, they will be asked to sign an insurance waiver to be kept on file in the school office.

**ANNOUNCEMENTS**

Announcements for the day will be listed in the daily bulletin and are to be read in every Period 2 class. Announcements should be handed to the office secretary in writing before 8:00 in the morning so they can be included in the bulletin. Special announcements pertaining to school activities or to students will be made via the intercom system. Messages will be read at 8:51 and 3:07.

**FUND RAISERS**

In recent years the number of requests made of staff to administer fund drives has been increasing. Therefore, it is required that all drives must have the approval of the Administration and be placed on the calendar to prevent duplication.

**OUT OF TOWN TRIPS**

School policy requires students attending school activities travel to and return with the group/team. Other arrangements for student travel to an activity must be handled through the district activities office by requesting and completing a district travel release form. This form must be approved one day prior to the activity trip. All school trips and activities must be chaperoned by the advisor or some other designated school employee.

**TEAM AND FAN BUS**

Students who do not ride home on the bus without prior arrangements having been made will not be allowed to ride the bus to their next two activities. If they are a participant, they will not be allowed to participate in those same two events either. Improper conduct on fan buses will result in the same penalty.

**BUS POLICY**

Students will be given a copy of the Bus Policy when they register in the fall. The School Board has adopted this policy to give structure to penalties for improper conduct.



**STORM POLICY**

In Minnesota our weather causes difficulties with our scheduled programs. This has become a problem in many ways. If it is necessary to cancel school for the day, dismiss early, or begin the day late, the announcement will be made on Instant Alert and these radio & TV stations:

KARL 105.7 FM      KMHL 1400 AM  
WCCO 830 AM      KKCK 99.7 FM  
KLGR 97.7 FM      KARZ 107.5 FM  
KSTP TV CHANNEL 5  
Kelo, KDLT & KSFY

**CELL PHONES:**

Cell phones may **NOT** be used during class time, be in the classroom and/or in the possession of the student. This includes using the cell phone in any way, anywhere in the building during class time. Teachers will confiscate the phone if the student is in violation. Cell phone use has been found to be detrimental to the learning process due to the amount of distraction and cheating opportunities. Cell phones may be used during passing times and noon hour. They must be kept locked in their lockers during class time. Parents are encouraged to contact their children through the office at 507-629-5500.

Students may not take pictures of staff members or other students without permission. Students may not post pictures of staff members or students on any internet site without permission. Violation of this is considered insubordination and consequences will follow the insubordination policy on page 22.

**First Offense:**

Cell phones used during class without permission will be confiscated for an amount of time TBD by the building Principal.

**Second Offense:**

Parent/Guardian will be required to pick up cell phone. (Detention assigned)

**Subsequent Offenses:**

See Insubordination on page 22.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held in the fall and spring. Parents are encouraged to contact the school or the teachers any time there is a question regarding their child’s progress in school.

October 17, 2017      3:30-7:00 PM  
October 23, 2017      3:30-7:00 PM  
March 1, 2018      3:30-7:00 PM  
March 5, 2018      3:30-7:00 PM

**CLASSROOM RESTRICTIONS**

Teachers have the right to determine what food and/or beverages are allowed in their classroom.

**STUDENT PLANNERS**

Students in grades 7-12 are given a daily planner/assignment book. Each student is encouraged to use it on a regular basis. All students are required to have this planner in their possession at all times. This planner will be used for hall pass purposes. Planners must be in usable condition the entire school year. Replacements cost \$5.00.

**CLASS DUES**

During the junior year, that class will have the responsibility of sponsoring the Junior-Senior Prom and Graduation. Students who have not paid their dues can not attend Prom. As a means of accumulating the funds necessary to pay for this responsibility, dues are collected yearly according to the following scale:

GRADE	DUES
7	\$ 5.00
8	\$ 5.00
9	\$ 5.00
10	\$10.00
11	\$10.00

Seniors are not allowed to go through commencement until class dues are paid.

**TRACY AREA GRADUATION REQUIREMENTS**

1. All students must complete 27 credits in Grades 9, 10, 11, and 12. Students must be enrolled in a minimum of 7 classes per semester and in attendance at all 7 classes.
2. Promotion Policy:
  - A. The following are credit requirements for each grade level:
    - \* Senior = 21 credits.
    - \* Junior = 14 credits
    - \* Sophomore = 7 credits
    - If the minimum number of credits is to be realized, students may:
      - a) take June math credit recovery courses at TAHS.
      - b) take a correspondence course during the summer or attend an Area Learning Center.
      - c) attend school for grade 12 with good attendance but with no participation in any senior activities
  - B. Grades 7 - 8
    - A student failing more than one academic subject could possibly repeat the entire grade.
  - C. Grades 9 - 12
    - Students will repeat failed individual required subjects.
  - D. Pass state GRAD requirements in reading, writing, and math through MCAs and the ASVAB/ACT.

**CLASSROOM GRADING SCALE**

A+ 98-100	A 94-97	A- 90-93
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
F 59		

**REPORT CARD GRADING SCALE**

A+ 4.0	A 4.0	A- 3.667
B+ 3.333	B 3.0	B- 2.667

C+ 2.333	C 2.0	C- 1.667
D+ 1.333	D 1.0	D- 0.667
F (I, NC)	0.00	

**AP/COLLEGE NOW COURSES**

Advanced Placement and College Now courses will be weighted, due to the rigor involved in the coursework.

<u>Grade</u>	<u>Regular</u>	<u>Raised</u>
F	0.000	0.000
D-	0.333	0.333
D	1.000	1.000
D+	1.333	1.333
C-	1.666	1.666
C	2.000	3.000
C+	2.333	3.333
B-	2.666	3.666
B	3.000	4.000
B+	3.333	4.333
A-	3.666	4.666
A	4.000	5.000

**PSEO**

Post Secondary Enrollment Options (PSEO) is a state program for high school juniors and seniors. Students can complete some of their high school requirements by taking courses, on a full-time or part-time basis, at a participating college or university. Students must meet specific entrance criteria. Not all students who meet the entrance requirements are ready for PSEO. PSEO students must be responsible, self-starting, mature and independent. The interested student, parents, and school counselor MUST meet to discuss the pros and cons of participation. PSEO students are responsible for being informed of their responsibilities as a TAHS student and the ongoing activities of Tracy Area High School. Students should refer to the daily announcements on the District website for current activities and information. If a PSEO student drops or withdraws from course after the first initial

drop/add time (usually one week after classes begin) at the college, they will receive an “F” on their TAHS transcript. PSEO courses will transfer to your TAHS transcript with college grade earned. College grades are NOT “weighted” when transferred to your TAHS transcript.

### **HONOR ROLL**

An honor roll will be published two weeks after the end of each semester. To be on the “A” honor roll, students must earn at least a 3.667 grade point average. To be on the “B” honor roll, students must earn a minimum of a 2.667 grade point average.

### **MANDATORY NOTIFICATION**

Teachers must attempt to notify parents of a potential failure in any class in any grading period.

### **RECOGNITION OF SCHOLASTIC ACHIEVEMENT**

#### **Valedictorian - Salutatorian:**

The senior students whose cumulative grade point averages are ranked first and second at the end of the fourth quarter of their senior year will be named Valedictorian & Salutatorian.

#### **Honor Students:**

Senior students who earn a cumulative GPA of 3.667 will be considered an honor student.

#### **National Honor Society:**

Juniors and Seniors are eligible for the National Honor Society. In addition to scholastic achievements, the students must show outstanding qualities of service, leadership and character. These students are chosen by faculty and are inducted into the Society during the fall. Students must have a cumulative GPA of 3.333.

### **GRADING PERIODS**

Grades will be available to parents online at any time. Completely updated grades will be posted specifically at the following terms:

Quarter 1 – midterm  
Quarter 1 – report card  
Quarter 2 – midterm  
Quarter 2 – report card  
Quarter 3 – midterm  
Quarter 3 – report card  
Quarter 4 – midterm  
Quarter 4 – report card

### **ACADEMIC LETTERING POLICY**

**PURPOSE:** In order to promote academic excellence and to recognize those students who demonstrate superior academic achievement, District #2904 has developed the following Academic Recognition Program.

#### **CRITERIA:**

1. Grades 9-12 are eligible.
2. Students must maintain a cumulative average of 3.67 or above for four consecutive quarters to earn a letter.
3. Once a letter is earned, a star will be awarded for each additional consecutive four quarters with a 3.67 average or above.
4. Any grade below a C- will disqualify a student for that quarter.
5. A student must be enrolled in a minimum of six (6) classes.

Qualifying seniors will receive their awards and recognition at graduation. Students in other grades will receive their academic awards at a special program in the fall.

### **CHEATING POLICY**

If a student is found to be cheating (the teacher has proof or a confession), the student will receive a “0” for the work. The teacher will notify the parents. If a student is suspected of cheating but there is no absolute proof, the student may be asked to redo the work involved for full credit. The teacher will notify the parents.

### **DISASTER SURVIVAL PREPAREDNESS**

Civil defense authorities will alert the school in case of a tornado possibility. The alert will be announced by a wailing sound of the fire whistle. In the event of a tornado or other disaster alert, please follow these instructions:

1. STAY AWAY FROM GLASS WINDOWS
2. Be quiet and orderly in passing to assigned locations and REMAIN quiet so that directions can be heard.
3. ALL students are to be sitting on the floor, head down and hands over their heads.
4. All teachers will remain with their students in the areas designated.

### **DRILLS**

Five fire drills, five lock down drills and one tornado drill will be conducted periodically throughout the school year. Each instructor will direct his/her route for these drills.

### **LOCKERS**

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 the students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

### **Chapter 226-Omnibus Crime Bill**

Students must have a school padlock on their hallway locker. Cost is \$6/lock. Suggestions and guidelines:

**DO NOT LEAVE VALUABLES (MONEY, CELLPHONES, KEYS, PURSES, BILLFOLDS, CALCULATORS, EXPENSIVE CLOTHING, ETC.) IN YOUR LOCKERS AT ANY TIME, UNLESS LOCKED.**

### **CHURCH NIGHT**

Wednesday night is church night. No school events will be scheduled after 6 P.M.

### **NOON LUNCH**

Noon lunch is served daily in the school cafeteria. Each fall the cost is announced. All students must deposit money in their computerized account through the lunch personnel. Students will be told when their account is running low, with the school reserving the right to refuse meals to individuals with negative cash balances over \$5.00. Students who wish to bring their lunch to school may do so, but it is mandatory that they eat in the cafeteria, not other places in the building. No pop is allowed in the lunch room during the noon hour. Students in grades 11-12 are allowed to leave the building at noon.

### **OPEN NOON RULES**

These restrictions must be complied with for open noon privileges:

1. A written statement from parent(s) allowing students to drive OR ride with others must be on file in the office.
2. This privilege may be revoked because of any disciplinary situations. Students that owe detention time will not be allowed to leave until time is completed.

3. Students on the ZAP list and/or on the academic restriction list will not be allowed to leave the building.
4. All students leaving the building must exit and enter via the main north entrance. (Door #1)
5. The first violation of the open noon policy will result in a two week restriction to the lunch room. The second will result in a rest of the semester restriction and the third results in a restriction for the rest of the school year.
6. Students are only allowed to leave the building for noon lunch during their scheduled noon break. Any students leaving prior to the scheduled noon break (ex: during study hall) will result in loss of privileges.

### **STUDENT PARKING**

Students who drive to school must park in an orderly manner in an east/west direction in the north parking lot. Students are expected to practice good driving habits at all times. Violations will be handled by the Tracy Police Department.

### **DRESS CODE**

Your faculty and Board of Education are concerned about student dress and grooming as it influences the health and safety of students, as well as the effect of dress and grooming on the learning process and with the ability of a student to do the work he/she is capable of doing.

Dress and grooming styles that create a disruption of the learning process within the classroom must be avoided.

#### **Students:**

1. No one will be allowed to wear a coat or jacket in school. (Coats must be stored in lockers)
2. No one will be allowed to show undergarments in any form.

3. Clothing that exhibits language or symbols that promote alcohol, street drugs or tobacco products is not allowed.
4. Clothing that has language that is obscene or sexual or insinuates obscene behavior is not allowed.
5. No slippers.
6. Emblems, insignia, badges, drawings or symbols that can be related to gang affiliation on school property will result in possible suspension, parent contact and the proper authorities will be notified. Administrative judgment will be in effect determining appropriate action.
7. Shirts must cover back and midriff at all times. That includes sitting and standing.
8. Plunging necklines are unacceptable.
9. Shorts and/or skirts must reach mid-thigh, determined from start of inseam to knee.
10. Pants and shorts must be worn at the waistline.
11. Shirts must cover half of the shoulders.
12. See through garments are not allowed.
13. Muscle shirts are not allowed. At least half of shoulder must be covered. They are OK if another shirt is worn over them.
14. Shorts with inseams that reach below the knees will not be allowed.
15. Appropriate caps/hats can only be worn before and after school hours.
16. Pants or shorts may not have holes above the mid-thigh.

Many restrictions are not imposed upon the dress of students. You are being given the opportunity to exhibit good taste and responsibility, and for the most part there is no problem with dress. Do not wear items that advertise, display or represent items such as alcoholic beverages, tobacco, obscenities, sex and/or disloyalty to our country. Students whose dress and grooming does not conform to these standards will be referred to the principal. The students will be warned by the principal and advised as to what adjustments must

be made. If the student fails to remedy the problem, the parents will be contacted. If the problem remains un-corrected, the student will be removed from the class or activity until the student corrects the situation.

### **POSTERS ON THE BULLETIN BOARDS**

Announcements or notices, as well as educational materials, are posted on both the counselor's and high school's bulletin boards. If students want to display materials, post notices or bring in materials from outside school, they must receive permission from the principal.

### **TEXTBOOKS AND FINES**

The school district furnishes each student with textbooks without charge. Textbooks ordinarily have five years of classroom use. It is expected that students respect them as borrowed property. If students damage them or any other school property by defacing, tearing, breaking or losing it, they will pay the costs of replacement.

### **PHYSICAL EDUCATION CLOTHING AND TOWELS**

Each student participating in physical education is required to use standard physical education outfits. Instructors will inform the students what is necessary. Such clothes should be marked for identification. Towels are not furnished by the school. Habitual lack of physical education clothing will result in the lowering of the student's grade or removal from the class.

### **PROM**

In the spring of the year, the juniors entertain the seniors at Prom. The dance is over at midnight. The juniors pay for it by fund-raising projects as well as using the money collected from dues. Juniors may hire a sound and light show, decorate, send out invitations and admission cards. Students must remain inside once they have arrived. Guests of Juniors and Seniors must

be at least Sophomores in order to attend this event and may not be over the age of 20.

### **DANCES**

Several dances will be held during the school year. Some dances will be for Grades 7-9 and some for Grades 9-12. Two school personnel and three sets of parents must be present. Out of school guests must be registered in the office by the end of the school day before the dance date.

### **PUBLIC DISPLAY OF AFFECTION**

Excessive displays of affection do not have a place at any time in our school, including during after school activities. The general guideline is "Hands Off!". The following steps can be taken:

1. Students sent to the office
2. Parental conference
3. Suspension

### **COMPUTER AVAILABILITY**

The Media Center opens at 7:30 A.M. each morning and will be open for a period of time after school each day. Students may do personal E-mails during this time. During the school day, only education-related E-mails are allowed.

### **STUDY HALL RULES**

1. Students are expected to spend their time in a productive manner. They are to be supervised at all times.
2. Unless they have a pre-signed planner from another teacher, all students are to remain in the study hall for the first twenty minutes, quietly working. They must bring work to do or a book to read with them to study hall.
3. Students must have a pre-signed planner to go to another classroom or to see another teacher.
4. No food or beverages are allowed at any time.
5. No electronic equipment is allowed in class without teacher permission.

6. Students going to the Media Center must sign in when they get there.
7. Students asked to leave the Media Center will have their name sent to teachers via email immediately.
8. Only one student will be allowed to leave the study hall at a time for their locker or the bathroom.
9. Students planning to leave the building during a study hall must bring a pre-signed planner from the office with them to the study hall.
10. Social visits are expected to be in groups of two, held in a quiet manner for a short amount of time.
11. All students must report back to the study hall before the end of the class period.

Midterm Quarter 1: Thurs, October 5, 2017	Monday, October 9, 2017
<b>Quarter 1: Report Card Wed, November 8, 2017</b>	<b>Monday, November 13, 2017</b>
Midterm Quarter 2: Tues, December 12, 2017	Thursday, December 14, 2017
<b>Quarter 2: Report Card: Fri, January 19, 2018</b>	<b>Wednesday, January 24, 2018</b>
Midterm Quarter 3: Wed, February 21, 2018	Monday, February 26, 2018
<b>Quarter 3: Report Card: Thurs, March 22, 2018</b>	<b>Tuesday, March 27, 2018</b>
Midterm Quarter 4: Thu, April 26, 2018	Monday, April 30, 2018
<b>Quarter 4: Report Card: Thurs, May 24, 2018</b>	<b>Tuesday, May 29, 2018</b> (The penalty carries over to the next year if chosen spring sport is over)

## TRACY AREA HIGH SCHOOL GRADES 7-12 ACADEMIC ELIGIBILITY POLICY

### MIDTERM CHECK POINTS:

The deficiency list will be run at MIDTERM of each QUARTER. If a student is not passing or has an incomplete in a class at the check point date, they will not compete. As soon as they are passing or as soon as the incomplete is made up they may compete. All students on the **deficiency list** may not leave for open noon hour for a week. Evaluation dates are listed below.

### QUARTER GRADES:

Four times during the school year we report student academic performance-- at the end of each QUARTER. A student will be ineligible for extra-curricular activities if he/she fails one or more classes. Incompletes may be made up for immediate participation. QUARTER dates are listed below in bold print.

<b>EVALUATION DATES:</b>	<b>INELIGIBILITY BEGINS</b>
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### RULES OF INELIGIBILITY (Quarter Grades)

1. **ONE FAILING GRADE** – Ineligible to compete in the next event. Student may practice. Open noon hour privileges will be revoked for one week.
2. **MORE THAN ONE FAILING GRADE** – Ineligible to compete in the next two events. Open noon hour privileges will be revoked for one week. Practice may be resumed at the coach’s discretion.
3. **INCOMPLETES** – Will be eligible to play as soon as the incomplete is made up. Student may practice with one incomplete, but no with more than one.
4. **CONCERT ELIGIBILITY** – Students in band and/or chorus (7-12) will be eligible to perform in concerts even though they may have received an “F” or “I” in any class. Band and chorus are classes for which students receive grades and credit toward graduation. They are not eligible for MSHSL sponsored contests or any

pep band performances, as these are considered extra-curricular in nature.

These extra curricular activities are Vocal Music, Instrumental Music, Cheer Team, Dance Team, Student Council, National Honor Society, Knowledge Bowl, and all Sports.

### **MINNESOTA STATE HIGH SCHOOL LEAGUE ELIGIBILITY**

At the beginning of the school year, students will be given copies of the rules and regulations covering eligibility for participation in activities sponsored by the Minnesota State High School League. This includes athletics, music, speech, Knowledge Bowl and other school activities.

Tracy Area High School is proud of its record in sports and performance in the fine arts. It is also proud of its reputation of good sportsmanship. We want to continue to maintain and improve the good standard that we take pride in.

### **TMB ATHLETIC RULES**

#### **Penalties and Recommendations to Category**

**1 Activities:** Football, Volleyball, Cross Country, Boys Soccer, Dance Team, Cheer Team, Wrestling, Basketball, Softball, Baseball, Track, and Golf.

All penalties will apply to students in grades 7-12. Violations will start accumulating in grade 7. Also these rules will be enforced the entire year rather than only during the school year. Three attempts will be made to contact parents before questioning the student athlete about a potential violation.

#### **MOOD-ALTERING CHEMICALS (MSHS Bylaw 205)**

1. Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (A) use or consume, have in possession a beverage containing alcohol;

(B) use or consume, have in possession tobacco; or (C) use or consume, have in possession, buy, sell or give away any controlled substance or drug paraphernalia, (D) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product, (E) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

1. The bylaw applies continuously from the first signing of the student Eligibility Brochure.

2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

#### **2. Penalty**

A. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic contests or two weeks of a season in which the student is a participant, whichever is greater. No exception is permitted to



a student who becomes a participant in a treatment program.

B. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six consecutive interscholastic contests in which the student is a participant or three weeks, whichever is greater, in which the student is a participant. No exception is permitted to a student who becomes a participant in a treatment program.

C. Third or Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve consecutive interscholastic contests in which the student is a participant or four weeks, whichever is greater, in which the student is a participant.

a. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

D. Penalties are progressive and consecutive.

E. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then subsequently found guilty of the violation.

## 2. Penalties for Category II Activities

Definition – Category II Activities: Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Fine Arts Activities

1. Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
2. Music Activities.
3. Visual Arts Activities.

Each member school shall develop penalties which it will apply to the participants in these activities. A copy of the member school's policy shall be filed in the principal's office.

TAHS penalties:

A student shall not be suspended from activities where their grade may be affected. FFA, NHS, Student Council and Peer Counselors operate according to their constitutions.

1st Offense	one event
2nd Offense	three events
3rd Offense	six events

### **GUILT BY ASSOCIATION**

ASSOCIATION: In addition to the rules stated above, Tracy Area Public Schools will also administer the following rules and penalties.

**RULE:** A participant in any and all activities, as mentioned or inferred above, shall not be present where an alcoholic beverage is available for minor or student consumption and/or is being consumed by minors and/or students, (e.g. “keg party,” “open bottle” situation, or the like); or where illegal drugs are available and/or being used. (Wedding receptions and/or parties at which the student is accompanied by his or her parent or legal guardian are excluded from this rule; however, the prohibition against use, consumption and possession of alcohol, tobacco or drugs and/or drug paraphernalia continue to apply.)

Every association violation will result in a suspension from the next category I activity and the next category II activity.

#### **CONDUCT OF STUDENT/PARTICIPANTS**

A. Actions on the part of a student/participant that are deemed unsatisfactory will be subject to discipline according to the following guidelines under “B”. A student participant should display the type of attitude, cooperation, loyalty and honesty that would be a credit to the individual and the school program.

B. The action listed below is followed by the number of numbers indicating the possible consequences of such an action.

Administrative action resulting in suspension, in school or out of school. (1,2)

Willful damage or stealing of school property. (1,2,3,4,5,6)

Skipping school. (2,3)

Student/participant not in attendance for ½ school day without previous arrangements. (2)

Student/participant violates regulations concerning curfew, practice, dress, conduct, etc., as

6. Association with groups of individuals displaying any conduct which is to be considered as

7. Trouble with the law, such as stealing, damage to property, fighting etc. (1,2,3,4,5,6)

#### **C. Consequences**

1. Reprimand-incident reported to parents.

2. No participation in practice or interscholastic event that day(s).

3. Suspension from the one interscholastic event.

4. Suspension from two interscholastic contest.

5. Suspension from participation the remainder of the season.

6. Loss of awards.

**GOOD STANDING AND GENERAL ELIGIBILITY REQUIREMENTS (MSHSL Bylaw 206.00)** See [www.tracy.k12.mn.us](http://www.tracy.k12.mn.us) website for link to view in full.

#### **PARTICIPATION FEES**

All athletes in grades 9-12 must pay a \$85.00 participation fee before they will be allowed to participate in any contests. Athletes in grades 7 & 8 must pay \$60.00 per sport before participating. Participation fee for Speech is \$50.00 and \$40.00 for Knowledge Bowl, One Act Play, School Play, \$25.00 for Junior High Knowledge Bowl. Band instrument rental varies with the type of instrument and must be paid at the beginning of the school year.

If you participate in three sports or three fine arts activities your third sport or fine art activity will be free of charge. If you receive **free** lunches your participation fee will be reduced by half upon request and verification in the district office.

**By paying a participation fee you have paid for the right to practice with the team. Your fee does not give you the right to participate in a**

**contest. You must earn the privilege to participate in a contest.**

### **PHYSICALS**

All athletes are required to obtain a physical every three years. Check with the Activities Office if you are unsure of the date of your last physical. The MSHSL form must be used.

### **STUDENT COUNCIL**

The Student Council of Tracy Area High School exists to further and improve student participation in school government. It should be a great honor, privilege, and responsibility to be elected to serve as an officer or member of the Student Council. Student Council elections are held in the spring of each year, and all students are encouraged to take an active part in this election. The basic, underlying function of the council is to make this a better school. For this reason, its organization and its operation are, and should be, of vital importance to you.

It should be noted here that our Student Council is not, and never was intended to be, a governing body. School regulations, rules and policies are made by the state through the citizens elected to the local board and by the professional administration hired for this purpose. It is not only improper but also illegal for any student organization to attempt to run a school. National and state organizations place definite limitations upon the scope of activities for its member chapters and, likewise, the administration of Tracy Area High School grants certain privileges to the council along the following lines:

1. The Student Council is given the power to “speak” for the student body, to discuss the programs of the school and to propose action for the improvement of the school.
2. The Student Council provides for the expression of student opinion; it tries to build a good relationship between students and

faculty; it is a means of coordination of student activities; it endeavors to carry out many worth-while projects and activities. In its proper role, the Council plays the part of a service and advisory group of students which will discuss school problems and suggest solutions to the school administration. The Student Council of Tracy Area High School is a member of the Minnesota Association of Student Councils. Each fall our council sends members to the Southwestern Minnesota Association of Student Councils Conference. During the spring your student council also sends representatives to the State Student Council Convention.

What is your part in the Student Council? The success of the Student Council depends not only upon the competence of its officers and representatives but also on the active interests of each and every student. Therefore, the Student Council asks that you familiarize yourself with what it has done, what it is trying to do and with the way in which it is organized. It asks that you be one of those students who have a genuine interest in the welfare of the school - one who is willing to assist and cooperate when there are projects to be carried out.

### **SCHOOL LOYALTY AND SPORTSMANSHIP**

Loyalty to Tracy Area High School means more than making a lot of noise at athletic contests. It does mean that, but it also means conducting yourself in such a way at all times so as to bring only honor and credit to your school and community. Whether right or wrong, nevertheless, it is true that most people judge your school, your community and your home by the way you act in public. That includes the way you conduct yourself in the classroom, in the corridors, in the study halls, in the auditorium, in the lunchroom, and at athletic contests - both home and away - as well as your conduct on the

streets and at public gatherings. One or two careless students can hurt the reputation of all. Every student should be on guard at all times so the school may always gain prestige and honor. Let us be conscious of this at all times. Be courteous and considerate of new students and guests. Make them feel that we are happy to have them here. Conduct yourself at all times so that visitors to our building will see only that which they can praise.

**TRACY AREA HIGH SCHOOL  
PANTHER SCHOOL SONG  
SUNG TO THE TUNE OF  
“MINNESOTA ROUSER”**

PANTHER HIGH SCHOOL  
HATS OFF TO THEE  
TO OUR COLORS  
TRUE WE WILL EVER BE  
FIRM AND STRONG  
UNITED ARE WE  
RAH FOR PANTHER HIGH TONIGHT  
RAH, RAH, RAH, RAH.  
WIN, PANTHER HIGH TONIGHT!!! (repeat)

**TRACY PUBLIC SCHOOLS  
NON-DISCRIMINATION POLICY**

It is the policy of the Board of Education of District #2904 to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereof, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or selection; therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

To effectuate the provisions of this policy, the Board of Education directs the superintendent of schools to immediately take the following actions/steps:

1. To assign responsibility for the implementation of provision of civil rights laws to the Title IX coordinator for the district whose name is Chad Anderson, position - superintendent. Telephone (507)-629-5500.
2. To establish and publish a grievance procedure for students and staff as required under provisions of Title IX.
3. To evaluate on a continuous basis the district's operation in terms of the requirements of federal and state law prohibiting discrimination. This evaluation will include policies, practices and procedures currently in effect.
4. To modify those aspects of the district's operation which do not conform to federal and state laws prohibiting discrimination.
5. To maintain data for three years following completion of the evaluation as recommended under paragraph (3) of this section and upon request provide to HEW a description of any modification made pursuant to paragraph (4) above.
6. To disseminate the district's non-discriminatory policy to clients and the general public.

**STUDENT DISCIPLINE POLICY  
I. Statement of Policy**

It is the position of the school district that a fair and equitable school discipline policy will contribute to the quality of a student's educational experience. It is the responsibility of the school board, administrators and teachers to safeguard

the health and safety of each student. The school board and district administrators will support district personnel in dealing with state statute, state board of education regulations and this policy.

The adults in our school help make students feel that they are cared for. A positive, meaningful school experience encourages appropriate behavior.

Students will be encouraged and recognized for good behavior and special accomplishments. Encouragement and recognition serve as powerful prevention incentives when students are making choices about inappropriate behavior in school.

Students have the right to learn; teachers have the right to teach. Behavior disrupting those rights will not be tolerated at Tracy Area High School.

Students will learn that rules are necessary for teachers to teach and children to learn. We pledge our staff will do everything they can to provide a school environment that is pleasant and conducive to learning. It is important that our adults make every attempt to understand the special academic and personal needs of our students. It is also important that our students learn and respect the need for school rules requiring cooperation and appropriate behavior. We as secondary staff believe that students are capable of following basic school rules.

The following school board policies apply:

## **II. Rules of Conduct**

Disciplinary action may be taken against students for any behavior which is disruptive or violates the rights of others. Unacceptable behavior is subject to disciplinary action. In the school handbook, the exclusion of a specific act does not

preclude the enforcement of a consequence. The conduct of all students attending a public secondary school shall be governed by a policy of reasonable rules and regulations promulgated by the local Board of Education.

### **A. Violation of Local, State or Federal Law**

The violation of any local, state or federal law is unacceptable behavior.

Minnesota State Statute 127.29, Subdivision 2: Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act of 1974 (Revised in 1998) Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act of 1974.

### **B. Behavior Detrimental to General Welfare of Students and Others**

1. Acts by students which constitute violation of law, such as **theft** from fellow students or the school, **setting off fire alarms, terroristic threats,** and **vandalism** will result in automatic suspension for three days. The student, with his/her guardians, may seek re-admittance by arranging for a conference with the administration. (School Board Policy 515.3)
2. In addition to being handled as in School Board Policy 515.3, willful damage to property shall require full restitution. Accidental damage shall require restitution as determined by the administration. (School Board Policy 515.4)
3. Violations of School Board Policy 515.3 and School Board Policy 515.4 may, in addition to school administrative action, be turned over to other public authorities if in their

jurisdiction, i.e. Welfare Department and Police Department.

4. Pupils enrolled in School District #2904, Tracy, MN shall be governed by state laws relating to terroristic threats. (Minnesota Statute 609.713) and disorderly conduct (Minnesota Statute 609.72).

Subdivision 1. **Whoever threatens to commit any crime of violence with purpose to terrorize another**, or to cause evacuation of a building, place of assembly or facility of public transportation, or otherwise to cause serious public inconvenience or in reckless disregard of the risk of causing such terror inconvenience may be sentenced to imprisonment for not more than five years.

Subdivision 2. Whoever communicates to another with purpose to terrorize another or in reckless disregard of the risk of causing such terror, that explosives or an explosive device or any incendiary device is present at a named place or location whether or not the same is in fact present, may be sentenced to imprisonment for not more than three years. Laws 1971 c. 845 and 19 effective July 1, 1971.

### **C. Disorderly Conduct**

Whoever does any of the following in a public or private place, knowing, or having reasonable ground to know that it will or will tend to alarm, harm, anger or disturb others or provoke an assault or breach of peace, is guilty of disorderly conduct which is a misdemeanor. Disorderly conduct according to State Statute is as follows:

1. Engaging in brawling or fighting.
2. Disturbing an assembly or meeting.

3. Engaging in offensive, obscene or abusive language or in boisterous and noisy conduct tending to arouse alarm, fear, anger or resentment in others and/or which materially and substantially disrupts the rights of others to an education.

Based on the severity of the infraction the consequences may include detention, suspension, or legal action.

### **D. Insubordination: 515.2**

**Insubordination** encompasses a broad range of unsatisfactory pupil conduct such as disobedience, unruliness, resisting authority or lack of respect for a staff member. Taking pictures of students or staff members with out their permission. Posting pictures of students or staff members with out their permission on any internet web site.

Willfully refusing to comply with a teacher's direct and reasonable order, or the directing of profanity or obscenities at a staff member on or off school property, taking pictures of staff, and/or posting pictures of staff on any internet site shall result in:

1. Teacher-pupil conference
2. In-school suspension for the rest of the class period. Upon the discretion of the principal, the student may be assigned detention.
3. Up to five day suspension from school by the administration.

After the suspension, the student, with his/her guardians may seek re-admittance by arranging for a conference with the administration. If the student does not exhibit immediate and continuing improvement after the suspension, a pupil-teacher-administration conference shall follow in order to determine appropriate action.

Note: In addition to teachers and administrators, the term staff member shall include custodian, lunchroom personnel, bus drivers, secretaries and any other personnel employed by the school district. School districts may discipline for conduct off school grounds if conduct is detrimental to an orderly school environment or adversely affects school discipline.

### E. Other Infractions

1. Throwing snowballs or other foreign objects in the school building proper or on school grounds (parking lot, athletic fields, etc.) is considered an infraction. School officials reserve the right to make the final judgment as to what types of unruly behavior are considered disorderly with the school setting. Based on the severity of the infraction the consequence may include detention, suspension or expulsion.
2. A nuisance article is defined as any object not related to school that draws attention to or inconveniences another person. Examples are squirt guns, radios, cards, candy, rubber bands, pea shooters, water balloons, laser lights, etc.

For each offense the article will be confiscated. Detention will be assigned by the principal if the article inconveniences another person. Parents may be required to pick up items at the discretion of the principal.

3. Loitering in the parking lot in or out of cars is not allowed. Consequences may include detention, loss of noon hour privileges and/or driving.
4. Once the school day has ended, students are not allowed to be in school (hallways, gym, cafeteria, classrooms, et.) unless under

supervision of a teacher, coach, administrator or their designees.

### DETENTION POLICY

Students who have not made up the detention time by the end of the grading period will receive “No Credit” in all classes until the detention time is completed. All ineligibility rules will apply if the student receives “No Credit”.

### DISCIPLINE PROCEDURES

Dangerous, Harmful, and Nuisance Articles and Substances.

- A. **Alcohol** - Students who participate in any MSHSL activity will be subject to the consequences as prescribed by that organization. In addition, those same students who are guilty of an alcohol violation including possession on school grounds at any time or at school sponsored activities will be subject to the following immediate consequences:

1. A three school-day suspension (and may be required to receive chemical abuse information from the school counselor, including the writing of a report on alcohol abuse, the length of the report will be determined by the school counselor).
2. A complaint will be filed with the police department.
3. A parent conference will be required for reinstatement to classes.

- B. **Drugs, Narcotics** - same as alcohol.

- C. **Tobacco** - Students found to be guilty of smoking (includes e-cigarettes and/or chewing tobacco), including possession on school grounds, in school buildings or at school sponsored activities, will be suspended

from school for three days. Parent contact of the principal is a requirement for reinstatement following or during the suspension (phone calls acceptable).

- D. **Nuisance Articles** (includes Boom Boxes and other radio types) - School officials reserve the right to judge the severity of the offense and consequences. Pupils violating this rule will be subject to suspension of not less than one day but not to exceed five days, unless the student is a repeat offender. Violators may also be placed on “no pass” and given detention time, a minimum of two hours. Repeat offenders will be subject to geometric progression for detention time. The article may be confiscated. Parents may be required to pick up the item/s at the discretion of the principal.

## **WEAPONS AND ASSAULT DISCIPLINE POLICY**

### **WEAPONS**

Possession of a weapon will result in (1) an initial suspension for five (5) days; (2) confiscation of the weapon; (3) contact of the police department; and (4) a recommendation to the Superintendent that the student be expelled.

“Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity.

“Weapon” means any firearm whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: gun (including pellet guns, paintball guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, explosives, stunguns and ammunition. A student who finds a weapon on the way to school or in the

school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon.

### **ASSAULT**

1. **A threat of bodily harm** or death to another person, without material physical contact, will result in a parent/guardian conference and an initial suspension of up to five (5) days for students in grades 7-12.
2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with “weapons”.
3. **Students in Grades 7-12 who engage in fighting with another person will be suspended from the classroom or from the building for three (3) days.** Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving or scuffling”.
4. **Direct attack with a weapon:** Direct attack with a weapon shall be dealt with under the preceding section of this policy dealing with “Weapons”.
5. **Direct attack on another person:** Students in Grades 5-12 will be initially suspended for five (5) days and will be recommended to the Superintendent for expulsion.

## **HARASSMENT POLICIES (School District Policy #426)**

### **GENERAL STATEMENT OF POLICY:**

It is the policy of the school district to maintain a learning and working environment that is free



from religious, disability, racial or sexual harassment and violence. The school district prohibits any form of religious, disability, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion, disability and race as defined by this policy.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, disability, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

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

### **REMOVAL FROM CLASS POLICY (School District Policy 522.1)**

The teacher has the authority to remove pupils from class using his/her discretion, based upon criteria in Section B, upon approval of the building principal.

#### **A. DEFINITION**

“Removal from Class” and “Removal” means any actions taken by a teacher, principal or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods for each violation. Pursuant to procedures established in the school district discipline policy.

“Class Period” or “Activity Period” means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject of instruction.

Willful conduct which materially and substantially disrupts the right of others to an education;

Willful conduct which endangers school district employees, the pupil or other pupils or the property of the school;

Willful violation of any rule of conduct specified in this discipline policy.

#### **B. Procedure**

The removed student is to report to the principal’s office following a call on the intercom. While the student is removed from the classroom, he/she is the responsibility of the principal and shall remain in an area designated by the principal.

Special consideration may be given a student for which an IEP is written should he/she be removed from class. Consideration may be given following review of the IEP for further assessment. The special education case manager-teacher-administrator shall decide if action shall be taken and the parents be notified.

1. First Offense:
  - a. Teacher initiates removal
  - b. Conference with the principal, student, teacher
  - c. Return to class or alternative by principal’s decision
  1. Grounds for return specified with teacher consultation
  2. Decide on number of days Dismissed, if any.
2. Second Offense:

- a. Teacher initiates removal
- b. Conference with student, teacher, administrator
- c. Decision as to return to class in one-three days or alternative
- d. Parental involvement with the principal is required and with the teacher if necessary

**SUSPENSION - EXPULSION**

Occasionally it becomes necessary to suspend or expel a student from school. In this event all procedures will be governed by MSA 127.26 - 127.39, more commonly known as the Minnesota Pupil Fair Dismissal Act.

Under the provisions of this law, students may be suspend or expelled from school for any of the following:

- 1. Willful violation of any reasonable School Board regulation.
- 2. Willful conduct which materially and substantially disrupts the rights of others to an education.
- 3. Willful conduct which endangers the student or other students or school property.

Students may be suspended for up to ten days by the principal. Suspensions of over one day must include a re-admission plan.

Expulsions may be imposed by the School Board upon recommendation by the principal. Expulsions may be for the remainder of the school year and may occur after the School Board has held a hearing accordance with the law.

**OUT-OF-SCHOOL SUSPENSION**

Those students who do not conform to school board approved behavior and discipline guidelines will receive out-of-school suspension. Suspension from school or class may be for a

period of time up to and including ten days. The Student will be assigned suspension by the principal after an administrative conference. Within forty-eight hours of the conference, the student will be served with the suspension by certified mail along with a due process brochure sent to parents.

When a student is on suspension, he/she will be allowed to do the work covering the period of suspension. If the suspension is immediate, the assignments will be sent with a sibling or through the mail, or the student may arrange to pick them up. If possible, the student will be given a form requesting that his/her teachers supply the work covering that period. All work assigned while on suspension must be completed and turned into the respective teacher after which credit will be awarded for the work based on its merit. The student cannot return to school until all requirements of his/her suspension have been met.

While on suspension, the student cannot come to school unless he/she checks into the office for permission. The student cannot drive on school property. The student cannot attend school events during or after school. This includes any school sponsored activity either home or away. The student will also lose eligibility for participation in activities during the time of suspension. All privileges will be restored following the suspension if the offense did not violate any eligibility rules of his/her specific activity or the Minnesota State High School League Regulations.

A student who has been suspended three times may be subject to expulsion following a school board hearing.

**EXPULSION**

Expulsions may be imposed by the school board upon the recommendation of the superintendent and/or the principal. The length of expulsion can be for more than five days up to one school year

from the date of expulsion. Expulsions may occur only after the student and his/her parents have an opportunity for a hearing before the Board of Education to present testimony in evidence of why expulsion should not be imposed. Expulsion hearings will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act.

Expulsion from a classroom with resulting loss of credit can be ordered only by school personnel expressly authorized by the Board of Education to issue such orders based on consultation with the teacher, the student and the parent. Such expulsions shall also conform to the procedures outlined above.

#### REFERRAL TO JUVENILE AUTHORITIES/POLICE

If a student violates a law, juvenile authorities or the police may be contacted by the principal or a designated representative. Every reasonable attempt will be made to notify parents at the same time. If the officer indicates that she/he is arresting the pupil with or without a warrant, that officer will have complete jurisdiction and responsibility in the matter. The principal shall not interfere with the pupil's removal from the building. It is expected the contact with the pupil shall be arranged in as unobtrusive a manner as possible. The principal shall notify the parent/guardian and the Superintendent of Schools as soon as the officer takes the pupil from the building.

#### TRACY AREA PUBLIC SCHOOL GRIEVANCE PROCEDURE

1. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibiting this policy shall present the complaint in writing along with the reasons for such complaint to

the person designated to handle the complaints.

2. The person designated to handle the complaints shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the designated official, and such decision shall be communicated to the complainant within twenty working days of the initial reception of the complaint.
3. If the designated official finds that the complaint is not justified, he/she shall so notify the complainant in written communication.
4. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent no later than five working days after receipt of the written decision of the designated official.
5. A hearing before the Board of Education shall occur no later than thirty working days after receipt of a written request that others testify in the complainant's behalf. The designated official will present the findings of the investigation called for in Step 2. The Board shall reach a decision and notify the complainant of its findings no later than fifteen working days after the hearing.
6. If the complainant is not satisfied with the decision of the board, appeal may be made to one or more of the following offices:

Director of the Office for Civil Rights  
300 South Wacker Drive  
Chicago, IL 60606

Commissioner of Human Rights  
200 Capitol Square Bldg  
St. Paul, MN 55101

Equal Employment Opportunity Commission  
Regional Office  
342 North Water Street  
Milwaukee, WI 53202  
222-1111

This appeal must be made within ten working days following the decision by the Board of Education. A copy of such appeal must be filed in the office of the Superintendent of schools.

## **HAZING PROHIBITION**

### **I. PURPOSE**

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

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

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this place.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.

- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. "Hazing" means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a

student to extreme mental health embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

#### V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students or other pending completion of an investigation of hazing.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

#### VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing

relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## VII. DISSEMINATION OF POLICY

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

Legal References: Minn Stat 127.465 (Hazing Policy)

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

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 525 (Violence Prevention - Applicable to Students and Staff)

Adopted 11-25-97

## 514 BULLYING PROHIBITION POLICY

Revised 2014

### 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 employed of the school district who is found to have violated this policy.

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

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

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

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication,

including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “Student” means a student enrolled in a public school or a charter school.

#### IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may



report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school

resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

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.

### **TECHNOLOGY POLICY**

Computers and other technologies provide opportunity for students and staff; they are installed in the schools for the benefit of all learners. In order for technology to be in working order and available to everyone, all users of District 2904 technology must respect the hardware and software in the school. This includes, but is not limited to, the following:

Removing or exchanging any hardware or software component from any system.

- Tampering with installed software and files.
- Installing unauthorized software on school technology.
- Installing personal software on school technology.
- Installing, copying, or knowingly infecting a computer system with a virus.
- Do not waste technology resources including bandwidth, file storage space, printers, ink, or paper.

- Do not post pictures of students or staff on any internet site with out their permission.

### **Guidelines for using your personal or class folder.**

Your folder is intended to store school projects.

Your folder is not intended as a place to store personal projects or graphics

Store your work in your own folder only.

You are responsible for remembering your own password.

When you have completed a project, unneeded files are to be removed within one week to free up room on the server.

If you are planning a class project which requires the saving of files (word processing, graphic, video, etc) 1 megabytes or larger per student, notify the Technology Coordinator in advance so adequate room for the project can be planned for. When removing unneeded files that total 5 megabytes or more, notify the Technology Coordinator.

### **Guidelines for conditions that could jeopardize district network stability.**

\*This listing of technology categories and conditions that could affect network stability is constantly evolving and remains fluid. As a result, this list of categories and conditions is not all inclusive and may require technology restrictions within other facets of educational technology as deemed necessary by the membership of the Technology Committee, Technology Coordinator, Superintendent of Schools, or a combination of these participants therein.

The following will not be allowed.

- Hacking, spamming, etc . . .
- Instant messaging
- Downloading of MP3 files
- Emailing during school hours for personal use
- Text messages

For more information regarding District 2904's Internet Use and Safety Policy see District Policy 524.

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

## Why statewide testing?

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

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

## Why does participation matter?

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

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## Academic Standards and Assessments

### What are academic standards?

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

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

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

#### Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

## Why are these assessments effective?

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

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

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

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

## Are there limits on local testing?

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

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

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

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

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

## When do students take the assessments?

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

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

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

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

## How much time is spent on testing?

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

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

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

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.state.mn.us > Students and Families > Statewide Testing).





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

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

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

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

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_ to 20\_\_ school year.)  
Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_  
Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_  
Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

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

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

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science  
\_\_\_\_\_ MCA/MTAS Mathematics              \_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

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

**I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

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

To be completed by school or district staff only.                      Student ID or MARSS Number \_\_\_\_\_