

**HOLDINGFORD
JR/SR. HIGH
SCHOOL**

Student Handbook
2016-2017

900 5th Street
P.O. Box 250
Holdingford, Minnesota 56340-0250

Telephone (320) 746-2221

This handbook belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Homeroom _____ Home Phone _____

Table of Contents

Absences	13-15
Academic Eligibility	7-8
Academic Lettering	9
Adding or Dropping Classes	8
Adult (18 Year Old) Students	11
Athletic Event Conduct	12-13
Attendance	13
Backpack/Bag Policy	40
Bulletins and Announcements	39
Bullying Prohibition Policy	34-39
Bus Conduct and Consequences for Misbehavior	16-17
Civil Rights Grievance Procedure	18-21
Classroom Conduct	22
Closed Campus – Leaving the Building	16
Complaints and Grievances	21-22
Daily Class Schedule	7
Data Privacy Policy	21
Discipline Policy	22-30
District Calendar	6
Dress Code	39
Driver Education	40
Emergency Closing	40
Emergency Drills	40
Extra Curricular/Event Transportation Policy	18
Extra-Curricular Programs	40-41
Fees for Student Activities	41
Food and Beverage	44
G.P.A. System	9
Grading, Absences, Tardies, & Rules of Conduct	8
Graduation and Class Rank Information	10
Guidance Service	11
Harassment	30-34
Health Policies	42
High School Graduation Incentive Program	10-11
Honor Roll	9
Husker Fight Song	3
Husker Way Matrix	5
Incomplete Work	9
Insurance	41
Introductory Statement	7
Lockers/Personal Possessions	42
Mandatory Chemical Dependency Evaluation	12
Medication – Health Policies	42
MSHSL – Alcohol – Drug – Tobacco Policy	11
Mission Statement	4
National Honor Society	45-46
Non-School Hours	15
Nondiscrimination Statement	18
Parent and Guardian Involvement	17-18
Partial Credit	9

Pass and Study Hall Procedures	42-43
Penalty for Violation	11-12
Permission from Doctors	42
Permission from Parents/Guardians	13
Plagiarism	8
Pledge of Allegiance	39-40
Post Secondary Education	43-44
Progress Towards Graduation	9
Prom	45
Replacement Fees	41
Schedule Change Guidelines	8-9
School Lunch Program	44
School Personnel	4
Sexting	39
Spectator Attendance at State Competition	15
Students use of Vehicles Policy	41-42
Tardies	15
Technology Policy	44
Telephones	44
Transportation	16
Trespassing	45
Truancy Procedures	15
Visitors	45

HUSKER FIGHT SONG

Sis, boom, bah! Ki Yi Yih!
 Rah, rah, rah for Holding High
 As those Huskers go zipping along.
 With our might, we will fight
 for the green and the white
 as those Huskers go zipping along!
 For its Ki Yi Yee, and its off to victory
 Shout out your boosters loud and strong!
 For where'ere you go, you will always know
 that those huskers go zipping along!
 Holdingford!
 H - U - S - K - E - R - S!! Yeah, Huskers!!

SCHOOL PERSONNEL

Administration

Chris Swenson	Superintendent
Brian Silbernack	Secondary Principal
Beth Heinze	Business Manager
Kendra Posch	Community Education Director
Jason Bruns	Activities Director/Dean of Students

Faculty

Mark Alcorn	Social Studies
Brody Anderson	Science
Tara Bishop	Language Arts
Milton Blomberg	Science
Aaron Bring	PE
Jennifer Clear	Language Arts
Anita Dorniden	Work Study
Nancy Ethen	Family and Consumer Science/Math
Frank Gosiak	Art
Ashley Hoffmann	Phy Ed/Health
Joe Johnson	Band
Tyler Kamps	Industrial Tech
Andrew Kendall	Vocal Music
Kelly Kobernusz	Math
Joel McDonough	Math
Matt Meyers	Math
Jessica Mickelson	Special Education
Mellissa Miller	Language Arts
Katie Novitzki	Special Education
Brenda Payne	Math
Carin Pedersen	Science
Rhonda Ripplinger	Speech/Language Pathologist
John Roberts	Vo-Ag
Deborah Ruzsat	Counselor
Dominic Ryan	Social Studies
Angela Safran	Language Arts
Dana Schindele	Spanish
Shauna Seaman	Business Education
Lauren Volkers	Special Education
Milissa Walz	Social Studies
Jerald Yourczek	Science
Zach Zierden	Social Studies/ALC

MISSION STATEMENT

The mission of the Holdingford School District is to provide a stimulating and disciplined learning environment which will allow students to reach their highest potential while acquiring the knowledge, technical skills and attitudes needed to become proactive participants in an ever-changing, multi-cultural society, to lead productive and rewarding lives, and to contribute to the betterment of all.

Holdingsford Junior/Senior High School

The Husker Way

	<i>Respect</i>	<i>Responsibility</i>	<i>Pride</i>
Hallway	<ul style="list-style-type: none"> • Use appropriate language volume and tone • Follow adult direction • Value physical space and its contents • Allow traffic to flow and allow others to move comfortably 	<ul style="list-style-type: none"> • Walk • Have pink pass in hallway during class time • Be on time for next class 	<ul style="list-style-type: none"> • Keep school clean • Display appropriate locker tags • Be welcoming and helpful
Cafeteria	<ul style="list-style-type: none"> • Respect property and personal space • Be polite and use manners • Use appropriate language, volume and tone • Follow adult direction 	<ul style="list-style-type: none"> • Return tray and silverware properly 	<ul style="list-style-type: none"> • Make healthy choices • Clean your area and push in chairs • Appreciate the nutritious food available
Classrooms Computer Lab LMC	<ul style="list-style-type: none"> • Respect others and their opinions • Respect property and personal space • Follow adult directions • Be kind 	<ul style="list-style-type: none"> • Come to class promptly and prepared • Contribute • Follow classroom rules • Turn work in on time 	<ul style="list-style-type: none"> • Work to your potential • Encourage classmates • Maintain a positive attitude • Value learning • Keep area clean
Restrooms	<ul style="list-style-type: none"> • Respect privacy of others • Treat property with respect 	<ul style="list-style-type: none"> • Flush • Wash hands • Let an adult know of problems 	<ul style="list-style-type: none"> • Keep bathroom clean • Keep walls/stalls free of graffiti
Bus	<ul style="list-style-type: none"> • Respect bus driver • Respect others' property and space 	<ul style="list-style-type: none"> • Follow posted bus rules • Follow bus driver's directions the first time • Use appropriate language volume and tone 	<ul style="list-style-type: none"> • Keep bus clean • Dispose of trash and litter • Be welcoming and helpful
Assemblies After School Activities Extracurricular Activities	<ul style="list-style-type: none"> • Respect speakers and participants • Use appropriate language volume and tone • Keep comments positive • Follow adult directions • Respect personal space 	<ul style="list-style-type: none"> • Follow adult directions • Practice good sportsmanship and audience courtesy • Be in designated areas 	<ul style="list-style-type: none"> • Be encouraging • Keep area clean • Get involved and support activities • Show appreciation

DISTRICT CALENDAR

August 2016	Th	25	Flexible Teacher Workshop
	M	29	Teacher Inservice AM/Workshop PM
	T	30	Teacher Inservice AM/Workshop PM
	W	31	Teacher Inservice/Open House
September 2016	Th	1	Teacher Workshop
	M	5	Labor Day
	T	6	First day for students
October 2016	M	10	HS Conferences 4:00-8:00 PM
	Th-F	20-21	Ed MN Conferences
November 2016	Th	3	Teacher Workshop
	T	8	Half day for students, HS Conf 1:00-3:30 PM
	Th	10	Half day for students
	F	11	Teacher Inservice
	W	23	Teacher Comp Day
	Th-F	24-25	Thanksgiving Break
December 2016	T	13	HS Conferences 4:00-8:00 PM
	Th	22	Teacher Inservice
	F	23	Winter Break Begins
January 2017	T	3	Classes Resume
	M	16	Teacher Inservice
	M	23	Q2 Teacher Workshop
February 2017	M	20	President's Day
	T	28	Half day for students, HS Conf 1:00-8:00 PM
March 2017	Th	2	Half day for students, HS Conf 1:00-3:30 PM
	F	3	Teacher Comp Day
	F	27	Q3 Teacher Workshop
April 2017	Th	13	Teacher Inservice
	F-M	14-17	Spring Break
May 2017	M	1	HS Conferences 4:00-8:00 PM
	M	29	Memorial Day
	W	31	Last Student Day/Half Day
June 2017	Th	1	Q4 Teacher Workshop
	F	2	Flexible Teacher Workshop /Graduation 7:00 PM

INTRODUCTORY STATEMENT

Holdingford Jr/Sr High School is committed to providing excellent educational opportunities to its students and assisting students achieve their academic, extra curricular and personal goals. The entire staff is dedicated to this commitment and will work to achieve it.

This handbook is written to assist students by making information available regarding the policies and procedures at Holdingford Jr/Sr High School. It is expected students will abide by the established rules and procedures. If not, infractions will be handled as described in our discipline policy.

We welcome you to another good year at Holdingford. If you have any questions regarding the handbook, please ask any faculty member, or the principal.

Brian Silbernack, Principal.

DAILY CLASS SCHEDULE

During the 2016-17 school year classes will start every day at 8:10 a.m. The school day will end at 3:08 p.m. Homeroom will be 3rd period Tuesday and Thursday.

First Bell	8:05
PERIOD 1	8:10 - 9:00
PERIOD 2	9:05 - 9:55
PERIOD 3	10:00 – 11:00
Homeroom- Tues & Thurs 10:00 – 10:07	
PERIOD 4	BLOCK A 11:05 - 11:31
	BLOCK B 11:31 - 11:57
	BLOCK C 11:57 - 12:23
PERIOD 5	12:28 - 1:18
PERIOD 6	1:23 - 2:13
PERIOD 7	2:18 - 3:08

2 HOUR LATE START SCHEDULE

PERIOD 1	10:10 – 10:41
PERIOD 2	10:46 – 11:17
PERIOD 4	BLOCK A 11:22 – 11:48
	BLOCK B 11:48 – 12:14
	BLOCK C 12:14 – 12:40
PERIOD 5	12:45 – 1:20
PERIOD 3	1:25 – 1:56
PERIOD 6	2:01 – 2:32
PERIOD 7	2:37 – 3:08

ACADEMIC ELIGIBILITY

In order to participate in Minnesota State High School League sponsored activities, students must be passing all of their classes. If a student fails one or more courses, the following procedure will be used.

- I. When a student receives one or more failing grades or “U” in a grading period, he/she will be put on academic probation. The student will be on probation for a three (3) week period. During this probation, the student will be allowed to participate. At the end of the three week period, the student will be issued a form that he/she must have each teacher sign indicating he/she is doing passing work. This form must be turned in to the athletic director. If the student is not doing

satisfactory work, he/she will not be allowed to participate until he/she has a signed form from all of his/her teachers stating he/she is doing satisfactory work.

II. A student who has failed or received a “U” in a quarter/semester course and receives a mid-term deficiency notice will be ineligible until he/she presents a signed satisfactory progress form to the athletic director.

III. A student receiving a failing grade or “U” for two (2) consecutive quarters will be ineligible to participate for three weeks of the next quarter. The student may resume participation after the three-week period providing they are doing satisfactory work in all of their classes. The student must present the satisfactory progress form to the athletic director. Ineligibility will be the beginning of the 5th student contact day after the end of the quarter.

IV. Students with a disability who are on an IEP or 504 plan will be evaluated on a case by case basis.. The Activities Director will consult with the student’s case manager to determine eligibility.

GRADING, ABSENCES, TARDIES & RULES OF CONDUCT

Each teacher will inform their students of his/her policies as pertaining to grading, absences, tardies and rules of conduct. The principal will approve each teacher’s policies.

PLAGIARISM

Any student who plagiarizes or cheats in any form or manner will receive the consequences determined by individual departments. These consequences vary from a 0% on an assignment, to failure of the quarter. This includes copying from any person or source and any other action commonly considered cheating.

ADDING OR DROPPING CLASSES:

The counselor or principal must approve adding or dropping classes. The student’s parent/guardian, releasing teacher, admitting teacher, and counselor must sign the schedule change form. Forms may be obtained in the counselor’s office. The student must present the completed paperwork to the counselor and admitting teacher before being admitted to the new class. Students will be allowed to add or drop a semester class within the first 5 workdays after the class begins. A student who drops a class more than 5 days after the class begins will be given a “W” or “F” at the discretion of the teacher and with the approval of the high school principal. A student dropping a class for disciplinary or academic reasons will be assigned to a restricted study hall/area for the remainder of the semester. If the “drop” occurs during the first semester, the student must register for a course, that same period, second semester. Failure to do so will result in the student being assigned to a restricted study hall/area.”

SCHEDULE CHANGE GUIDELINES

Schedule changes are highly discouraged. Students are expected to demonstrate responsibility and integrity while making registration decisions. As a school community, we must show respect to the administration as they make budgetary decisions based on registration numbers, to classmates who are denied a class when the enrollment reaches maximum allowance, and to the staff as they order instructional materials for their classrooms.

For these reasons, the following guidelines will be enforced:

Schedule changes will be made before the fifth day of each semester.

*if requested by a teacher,

*to eliminate a study hall,

*with a doctor’s note,

- *to reschedule a failed course,
- *if a scheduling error occurred,
- *to accommodate rigorous college courses

PARTIAL CREDIT

A student will receive partial credit for the successful completion of one semester of a year long elective course. The student should utilize the same process as required for any drop situation including the signature of a parent/guardian and communication with counselor and teacher. Required yearlong courses such as Algebra must be completed in full unless the instructor has requested recommendation for partial credit.

INCOMPLETE WORK

Students are expected to complete the work during the quarter as assigned by the teacher. All teacher requests for "I" (incomplete) must be submitted in writing to the principal. Course grades of an "I" (Incomplete) will change to an "F" (Fail) after 5 school work days at the end of each quarter. The Principal may review special circumstances.

G.P.A. SYSTEM

The calculation of G.P.A.'s will be based on 4.00 system. The system is as follows:

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

HONOR ROLL

Students having a grade point average of 3.666 to 4.000 qualify for the "A" honor roll. Students having a grade point average of 3.0 to 3.665 qualify for the "B" honor roll. The honor roll will be calculated on the last day of the grading period. Students who have U's and/or F's on their report card will not be eligible for the honor roll. The honor roll will be amended only in cases in which a medical or family emergency kept a student from completing assigned course work or tests. This is at the principal's discretion.

ACADEMIC LETTERING:

A student achieving the qualifying G.P.A. will receive a school letter the same as that given for athletics. The only difference is that the medal insignia reads "Academics." If a student has already received an athletic letter, he/she would not get a second letter but they would receive the academic insignia to put on their letter.

Academic Lettering Criteria

The students cumulative G.P.A. shall be the sole criteria used.
 Grade 9: 3.80, Grade 10: 3.60, Grade 11: 3.40, Grade 12: 3.25

PROGRESS TOWARDS GRADUATION

Students must be making progress toward graduation in order to remain a student in good standing at Holdingford High School. The counselor or the high school principal will notify students who are not making progress toward graduation. The counselor or the high school principal will inform the student and his/her parents of the options available to allow the student to remain in good standing with the school.

GRADUATION AND CLASS RANK INFORMATION

Course work in grades 9 -12 is used in determining class rank and in meeting graduation requirements.

A student must attend Holdingford High School for a minimum of one semester of their senior year in order to participate in the graduation ceremony and receive a Holdingford High School diploma. A student must earn the majority of their credits in our building to qualify for rank and honor student status. A student may earn a Holdingford High School diploma by transferring courses in from accredited correspondence schools, but cannot be considered for Honor student status if they have not been attending Holdingford High School full time. (Students enrolled in PSEO courses are considered to be regular full time students at HHS). A student earning more than 12 credits in a non-credited home school will not be included in class rank upon entering Holdingford High School. The total number of credits needed to graduate 23.5 for the class of 2017-2018 (2019 – 24 credit, 2020 – 25 credits) which must include the 13.5 required credits. A yearlong class is equal to one credit and a semester class is equal to 1/2 credit.

The class “Top 10” will be calculated after semester 1 of their senior year. Students in the Top 10 may not have any Incompletes or Failures.

Honor student will be 3.66 to 3.74 with no “modified” classes, incompletes or failures. High honor student will be 3.75 and higher with no “modified” classes, incompletes or failures. High honor and honor student status will be determined two school days before graduation day. If a senior (grade 12) student is short one half credit or less to graduate and has a documented plan in place to complete the 1/2 credit, approved by the principal, they may participate in the graduation ceremony. The list of students eligible for participation in the graduation ceremony will be finalized 2 school hours before graduation practice. If a student has more than 1/2 credit to complete, he/she is ineligible to participate in the graduation ceremony. All financial, discipline, and academic obligations must be met in order for the student to participate in graduation ceremonies.

HIGH SCHOOL GRADUATION INCENTIVE PROGRAM

The following students are eligible to participate in the high school Graduation incentives program:

- I. Students of the ages of 12-15 whom:
 - A. Are at least two grade levels below the performance level for students of the same age; or
 - B. Are at least one year behind in credits for graduation; or
 - C. Are pregnant or are parents; or
 - D. Have been assessed as chemically dependent; or
 - E. Have been absent from attendance at school without lawful excuse for one or more class periods on more than 15 days in the preceding or current school year.
- II. Students of the ages of 16-18 who are attending school and who:
 - A. Are at least two grade levels below their performance level; or
 - B. At least one year behind in obtaining credits for graduation or
 - C. Are pregnant or
 - D. Are parents, or
 - E. Have been assessed as chemically dependent; or
- III. Persons of the ages of 16-21 who have not attended a high school program for at least 15 days and who:
 - A. Are at least two grade levels below their performance level for student of the same age or

- B. Are at least one year behind in obtaining credits for graduation
- or
- C. Have been assessed as chemically dependent.

Eligible Programs: Eligible students may enroll in the following programs;

1. Alternative programs approved by the State Board of Education.
2. School district work-study programs.
3. The post secondary enrollment options program; and
4. Any public secondary education program.

Enrollment: Approval of the resident district is not required for eligible students to enroll. A student enrolling in a program in a nonresident district shall be considered a resident of that district.

Desegregation: Students may not enroll in a nonresident district if their enrollment would result in violation of a district's state board approved desegregation plan.

GUIDANCE SERVICE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. The counselor respects the right to privacy of those whom enter a counseling relationship. This confidentiality will not be compromised except when there is clear and present danger to the student and/or other persons. Students wishing to visit the counselor should contact the counselor and arrange for an appointment.

ADULT (18 YEARS OR OLDER) STUDENTS:

Students who are 18 years or older are required to abide by and follow all school rules and regulations the same as the rest of the student body, EXAMPLE: You may not write your own excuses. The Principal on a case-by-case basis may approve exceptions. School communication will be directed to the parent/legal guardian, unless written request to prohibit this communication is on file in the principal's office. Parent/legal guardian will be notified of this request.

MSHSL - ALCOHOL - DRUG - TOBACCO POLICY

It is a violation of Minnesota State High School League Rules for participants of league activities to use tobacco or a mood-altering chemical.

PENALTY FOR VIOLATION

A violation of the rule will result in a penalty of ineligibility for participation in games, meets, contests and festivals for Minnesota State High School League activities for the time limits specified. Participants in cheerleading and interscholastic athletics will observe penalties as stated under category one activities. Participants in band, choir, and other school organizations will observe penalties as stated under category two activities. A participant will serve the penalty for each category separate from the other but penalties may run concurrent.

Accumulative penalties: Penalties shall be accumulative beginning with and throughout the students' participation on a varsity, junior varsity or sophomore team or activity. Penalties derived at the junior high level will follow the guidelines set up in the policy book.

All students in violation of the alcohol, drug, or tobacco policy may be required to participate in a school group-counseling program for approximately six weeks.

Category One Penalty: (cheerleading and interscholastic athletics, one act play and scheduled speech contests.

First Violation:

The student shall lose eligibility for a minimum of the next two (2) consecutive interscholastic events or two (2) weeks, in which the student is a participant, whichever is

greater. No exceptions are permitted for a student who becomes a participant in a treatment program. A week is a calendar week, Monday - Saturday, in which a contest is scheduled.

Second Violation:

The student shall lose eligibility for a minimum of the next six (6) consecutive interscholastic athletic events in which the student is a participant or three (3) weeks whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Third Violation:

The student shall lose eligibility for a minimum of the next twelve (12) consecutive events or four (4) weeks whichever is greater, in which the student is a participant. The penalty may not exceed one calendar year in length.

If after the third or subsequent violation, the student on his/her own becomes a participant in a chemical dependency or treatment program; the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment program must issue such certification.

Category Two Penalty:

(MSHSL band, MSHSL choir, fall play and spring musical/play and interscholastic speech, knowledge Bowl, FFA and FLA, non-competitive drama and other school organizations. (NHS, Student Council, etc).

1st Penalty

1 event or 14 calendar days, whichever is less.

2nd Penalty

2 events or 21 calendar days, whichever is less.

3rd Penalty

3 events or 28 calendar days, whichever is less.

4th Penalty - Category 1 & 2

“The Student must be assessed as chemically dependent, and become a participant in a treatment program. After a minimum period of six weeks after entering the program, the director or counselor of the treatment program may certify the student for reinstatement. Receiving counseling for chemical abuse does not qualify for reinstatement under this provision.” Ref: 2007-08 MSHSL Official Handbook pg. 30

* Advisor of Category Two is responsible to have eligible participants.

Chemical Eligibility for Junior High Activities:

RULE: During the school year, regardless of the quantity, a student shall not:

(1) use a beverage containing alcohol; (2) use tobacco; or, (3) use or consume, have in possession, buy sell, or give away any other controlled substance. 1) The rule applies to the entire school year and any portion of an activity season, which occurs prior to the start of the school year or after the close of the school year. 2) If a category II organizational officer violates MSHSL alcohol-drug-tobacco policy, they may remain in the organization but will forfeit their elected office. 3) 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.

MANDATORY CHEMICAL DEPENDENCY EVALUATION

Any grade 7-12 Holdingford student who has received two or more chemical violations during their Grade 7-12 career will participate in a mandatory certified substance abuse evaluation at the expense of the student or the student's family. Full evaluation results will be shared with the student's school district. The student will be expected to follow the recommendations of their evaluation.

ATHLETIC EVENT CONDUCT

Students are expected to display the attitude of good sportsmanship at all times. The opposing

team and cheerleaders are our guests and should be treated as such. Students displaying poor sportsmanship or discourteous conduct at any school event will be asked to leave the event and referred to the Dean of Students or Activities Director for appropriate disciplinary action which may include suspension from school events.

PERMISSION FROM PARENTS/GUARDIAN

A written note, phone call(746-4312), or other form of permission will be required of parents/guardians:

- I. When a child returns after any absence.
- II. Before any pre planned absence such as vacations or appointments known in advance.
- III. Before participating in certain services or activities such as field trips, athletic competition, or testing prior to placement compensatory education program.
- IV. Before a bus driver may drop off a child anywhere except the normal drop-off point.
- V. If a child must leave the school premises during the school day.
- VI. For any school official to assist in administering any medication (see section on Medications).

A minor student may not be released early unless there is written parent /guardian permission, or the parent or parents' designee comes to school. Trips off the school grounds are not allowed unless approved by the parent. All such trips must go through the principal's office. Children of estranged parents may be released to the non-custodial parent upon written consent of the custodial parent.

ATTENDANCE:

Regular attendance is very important for all students. Regular attendance is correlated with student achievement, participation in school activities, and development of a favorable attitude for punctuality. Students are required to be in their assigned class.

As required by current statutes, regulation of the State Department of Education and the School Board of this District, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.

ABSENCES:

The computer on a daily basis using an hourly format calculates absences.

- If a student misses 3 or less periods a day (any of the 7 periods) he or she will not be marked absent for a half day.
- If a student misses 4 to 6 periods (any 4 to 6 of the 7 periods) he/she will be marked absent 1/2 day. (Example: a student who is absent periods 1, 2, 5, and 7 would be marked absent 1/2 day).
- If a student misses 7 periods they will be marked absent a full day.

Skip days are not condoned or acceptable and are considered unexcused absences. Students participating in such an activity will be referred to the principal or Dean of Students for appropriate disciplinary action. **Students who participate in unauthorized, planned class “skip days” may be denied participation in their graduation ceremony.**

To participate in an extra-curricular activity, including practice, a student must be present in at least 4-scheduled class periods the day of the event. Sponsors, directors and coaches are responsible for ensuring adherence to this policy. Requests for exceptions should be directed to the principal or if absent, the Activities Director. Absences are determined to be excused or unexcused by consideration of several factors:

- I. Minnesota Compulsory Attendance Law states that every child shall attend a

public or a private school in each year during the entire time the public schools of the district, in which the child resides, are in session.

II. The State Department of Education states what shall be considered as an excused absence and unexcused absence. The following information is quoted from the Manual of Instructions, Uniform Child Accounting for Minnesota School District.

A. Excused Absences:

Absences generally considered to be excused:

1. Sickness of the student,
2. Sickness or death in the family,
3. Impassable roads or weather making travel unsafe,
4. Observance of religious holidays
5. Quarantine,
6. Required to be in court,
7. Emergency medical or dental treatment,
8. Family Trips,
9. Attendance at a funeral of a close relative or friend,
10. Grave emergencies calling for the services or the presence of a student,
11. Emergency work at home which is essential,
12. Exceptionally urgent reasons which affect the student.

B. Unapproved absence: Absences excused by the parent but does not meet the criteria of excused absences. The student will not receive disciplinary consequences for these absences, but could lose credit for coursework missed. Individual classroom policies will determine if credit is granted for schoolwork. (Example: appointment, work, errand, cosmetic reasons, etc.)

C. Unexcused Absences: Truancy, A student who is absent without the knowledge of the parent and/or guardian.

III. Students have 3 student contact days to clarify attendance discrepancies.

IV. Students are required to have a make-up slip for any absence excluding those students participating in school sponsored off campus activities.

Notification

- I. Whenever a child is absent, the parent/guardian is to call (Ext. 4312) or the student is to present a note of explanation from the parents/guardian to the attendance clerk or principal. Information, which must be included on each note, is the name of the child; date note is written, date or inclusive dates of absence, reasons for the absence, and the signature of the parent/guardian.
- II. When it is known in advance that it will be necessary for a student to be absent from School arrangements for the absence should be made through the principal with a note of explanation from the parent/guardian at least 3 days before the absence. Absences of this type are usually appointments with medical specialists, need for hospitalization, funerals, and family trips.
- III. Students may not leave district property, during school hours, without parent/guardian permission.

IV. EXCESSIVE ABSENCES:

Please note that according to Minnesota Statutes, school officials, and not parents/guardians may excuse a student's absence from school. The so-called "excuse" note merely conveys to the school the information concerning the student's absence. Based on this information the school officials will decide whether or not to excuse the absence. When the total absences exceeds 10 days the school may require a doctor verification for future absences to be excused.

V. If the school has not been contacted regarding an absence, a phone call may be made home or to the place of employment of parent or guardian.

VI. DENTAL, DOCTOR APPOINTMENT VERIFICATION:

Students are expected to make dental and medical appointments for times outside of the school day. When this is not possible to arrange, appointments may be made during school hours if students bring a note from their parent(s)/guardian(s) and verification of the appointment at the time they request a pass. The student may be asked to provide an appointment card. The absence will be unexcused until proper verification has been presented.

VII. Students will not be permitted to leave district property to obtain “forgotten” items.

TRUANCY PROCEDURES

Definition: “habitual truant” means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under M.S. 120A.22, Subd. 8.

- I. After three unexcused absences, Holdingford High School sends a letter to parents notifying them of a truancy problem.
- II. After five unexcused absences, the school sends a letter to the county attorney requesting the county attorney contact the parent/guardian about the truancy problem. The county attorney will send a Truancy Informational Meeting letter to the parents.
- III. After seven unexcused absences, the county attorney is contacted a second time and request the county attorney to refer the student to truancy court.
- IV. Students who are 18 years or older may be assigned consequences by the school district for truant behavior.

TARDIES

Students must report to classes, study hall, and homeroom on time. If students are tardy, the following consequences will apply:

- I. Students who are late for first hour must report to the office for a make-up slip or a pass to first hour class.
- II. Students will be notified of consequences for tardies. The classroom teacher will assign consequences for tardies based on the established behavior policy for his/her classroom.
- III. Abuse of the tardy system may result in additional consequences being assigned by the dean of students or high school principal.

NON-SCHOOL HOURS

Students may stay after school when supervised by a Holdingford School staff member. Activities that are supervised by staff member include academic work, athletic practices/games, clubs, and extracurricular/academic competitions. Students are expected to make arrangements to leave school as soon as their activity has concluded. Students must wait by the high school entrance, not in the hallways.

Non participant students may not stay after school to “hang out”. Those students are expected to go home right after school. Non participant students may not wait after school for games or events that are scheduled to start later in the day. Failure to comply with the above expectations will result in parents being contacted.

SPECTATOR ATTENDANCE AT STATE COMPETITION

Students wishing to attend a State competition, as a spectator, will follow the school attendance procedures as prescribed, for an excused absence, for the date/days in which our school is participating.

CLOSED CAMPUS - LEAVING THE BUILDING

Students who leave the school building during the day must have clearance from the principal's/dean's office. Students who do not check out when leaving will be considered unexcused and are subject to disciplinary action. Students need a pass from a classroom teacher to get permission from the office to leave the building.

TRANSPORTATION

The current board policy is to transport all students living at least one mile from their respective school buildings.

BUS CONDUCT AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. See District Policy #709.

The Building Principal or the Principal's designee for school bus/bus stop misconduct will impose consequences. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

I. School Bus and Bus Stop Rules.

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

II. Rules at the Bus Stop.

A. Get to your bus stop 5 minutes before your scheduled pick up time.

The school bus driver will not wait for late students.

B. Respect the property of others while waiting at your bus stop.

C. Keep your arms, legs and belongings to yourself.

D. Use appropriate language.

E. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.

F. After getting off the bus, move away from the bus.

G. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

H. No fighting, harassment, intimidation or horseplay.

I. No use of alcohol, tobacco or drugs.

III. Rules on the Bus.

A. Immediately follow the directions of the driver.

B. Sit in your seat facing forward.

C. Talk quietly and use appropriate language.

D. Keep all parts of your body inside the bus.

E. Keep your arms, legs and belongings to yourself.

F. No fighting, harassment, intimidation or horseplay.

G. Do not throw any object.

H. No eating, drinking or use of tobacco or drugs.

I. Weapons, dangerous objects, combustibles, laser pointers and nuisance items

are prohibited on the bus.

- J. Do not damage the school bus.

IV. Consequences.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

- A. Secondary (7-12).

*Note K-6 consequences are different.

1st offense – warning or possible suspension

2nd offense -- 5-day suspension from riding the bus

3rd offense -- 10-day suspension from riding the bus

4th offense – 20- day suspension from riding the bus /meeting with parent/guardian

5th offense -- suspended from riding the bus for the remainder of the school year

- B. Other Discipline.

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

- C. Records.

Records of school bus/bus stop misconduct will be forwarded to the school office and transportation director. Reports of serious misconduct will be provided to the Department of Public Safety.

- D. Vandalism/Bus Damage.

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

- E. Notice.

School Bus Rules are to be posted on each bus and the driver will periodically review both rules and consequences with students.

- F. Criminal Conduct.

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

PARENT AND GUARDIAN INVOLVEMENT

- I. Parent/Guardian Responsibilities for Transportation Safety.

- A. Become familiar with District rules and policies, regulations and principals of school bus safety.
- B. Assist students understanding safety rules and encourage them to abide by them.
- C. Recognize their responsibilities for the actions of their students.
- D. Support safe riding practices and reasonable discipline efforts.
- E. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- F. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.

- G. Respect the rights and privileges of others.
- H. Communicate safety concerns to school administrators.
- I. Monitor bus stops, if possible.
- J. Support all efforts to improve school bus safety.

II. Parent and Guardian Notification.

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

EXTRA CURRICULAR/EVENT TRANSPORTATION POLICY

The Holdingford school district provides transportation for all sports and extra curricular events to and from the event. It is the position of the school district that students will use school provided transportation when traveling to and from school sponsored events. Students will be excused from riding on school provided transportation only under the following guidelines:

- I. The student's parents or guardians send a written request to the Activities Director asking that they be allowed to provide transportation for their child to or from an event. Advance notice is required.
- II. The request is approved by the high school principal and/or the athletic director. The Activities Director or principal will notify the coach that the student's parents or guardians are furnishing transportation to or from a specific athletic event
- III. The student's parents contact the coach directly (face to face) before or after the event and confirm that they are providing transportation for their child. Coaches may only release students into the care of their parents or guardians. Parents release the school from any further liability when picking up their child.
- IV. Alternate transportation to or from school-sponsored events can only be provided by a student's parents or guardians. Any other special circumstances must have the AD's prior approval.
- V. Students who ride school buses home from school-sponsored events may be dropped off at a location other than the high school if the student's parents are at the drop-off site to pick the student up. Buses will not deviate from their direct route back to the high school. Students will not be allowed to leave the bus if their parent or guardian is not available to pick them up.
- VI. Cheerleaders are expected to use school-sponsored transportation to away events and to abide by the above transportation policy. Cheerleaders will not be allowed to cheer at away events if they are not under the supervision of a cheerleading advisor.

CIVIL RIGHTS NONDISCRIMINATION STATEMENT

Holdingford Public Schools, District 738 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies:

Section 504 Coordinator

Chris Swenson
 PO Box 250
 Holdingford MN 56340
 320-746-4308

Alternate 504 Coordinator

Brian Silbernick
 PO Box 250
 Holdingford, MN 56340
 320-746-4309

Title IX Coordinator
Coordinator

Alternate Title IX

Jason Bruns
PO Box 250
Holdingford MN 56340
320-746-4302

Chris Swenson
PO Box 250
Holdingford, MN 56340
320-746-4308

**HOLDINGFORD PUBLIC SCHOOLS
CIVIL RIGHTS GRIEVANCE PROCEDURE FOR COMPLAINTS OF
DISCRIMINATION**

Human Rights Officer:
Chris Swenson
320-746-4308
PO Box 250
Holdingford, MN 56340

The following grievance procedure applies to claims of sex and disability discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to Eric Williams, Human Rights Officer. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the school board.
- D. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- E. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.

- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled “Right to Alternative Complaint Procedures.”

SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

- B. The result of the school district’s investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

MN Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
800.657.3704
651.296.5663
TDD 651.296.1283

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. 2nd Avenue
Suite 430
Minneapolis, MN 55401
800.669.4000
612.335.4040
TDD 612.335.4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

Legal References:

34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)
34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

Resources:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

Reading Room, U.S. Department of Education, Office for Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr/publications.html>

COMPLAINTS AND GRIEVANCES

The board realizes there may be conditions in the school system that need improvement and; that students should have some means to effectively express their concerns and be assured they will be considered and handled with fairness

Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate.

I. The opportunity shall be provided any student or his/her parents to discuss with his teacher a decision or situation, which he considers unjust or unfair.

II. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his consideration and action.

III. If the matter is still unresolved, it may be brought to the superintendent for his consideration.

V. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board for consideration during a public meeting.

Legal ref: 1972 Education Amendments, Title IX
45 CFR Part 84 & 86
1964 Civil Rights Act, Title VI
973 Rehabilitation Act, Section 504

CLASSROOM CONDUCT

Do: Bring all necessary supplies to class.

Arrive on time.

Cooperate with your instructors.

Contribute as a productive member of the class.

Address your instructors as Ms., Mrs., or Mr.

Follow instructor's classroom rules.

DATA PRIVACY POLICY

Directory information (name, address, school, birth date, dates of attendance, awards, extra curricular information) is public information and may be released. Directory information may be used for local and regional publications and district's web site. Forms for restricting this information may be obtained by calling the district office by September 15th of each school year.

DISCIPLINE POLICY

I. STATEMENT OF POLICY

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted.

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

It is the responsibility of the parent or guardian and students to be aware of all school rules and regulations and to follow and uphold the policies of the school district and to be aware of and comply with state and local laws.

II. RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to

disciplinary action in the school district:

A. **DAMAGE TO SCHOOL OR PERSONAL PROPERTY**

1. **Vandalism:** Damage to or destruction of school property or property of others by students is vandalism.
2. **Theft:** Theft is the act of intentionally and without claim right taking, using, transferring, concealing, or retaining possession of movable property of another without his consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

B. **PHYSICAL ASSAULT**

Physical assault is an act, which intentionally inflicts or attempts to inflict bodily harm upon another.

C. **VERBAL ASSAULTS**

Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

D. **THREATS AND DISRUPTIONS**

1. **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.
2. **School Disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school sponsored activities will be subject to disciplinary action.

E. **DANGEROUS, HARMFUL, AND NUISANCE SUBSTANCES AND ARTICLES**

1. **Harmful or Nuisance Articles:** The possession or use of articles that are nuisances, (Example: Laser Pointers), illegal, or that may cause harm to persons or property is prohibited at school and school sponsored activities.
2. A student who uses an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is an obvious risk of fire, and arson in the first, second, third, or fourth degree was not committed, is guilty of a petty misdemeanor.
3. **Tobacco/Alcohol/Drugs**
Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, in school authorized vehicles, or at school sponsored activities.
Students are prohibited from using; possessing, distributing, or being under the influence of a controlled substance at school, on school grounds, in school authorized vehicles, or at school sponsored activities. Possession of drug paraphernalia is also prohibited.
Tobacco or tobacco substitutes (ie. E-cigarettes) possession and use by students are prohibited at school, on school grounds, in school authorized vehicles, or at school sponsored activities.
4. **Cell Phones/Mobile Devices**
Students in grades 7-12 may have their cell phones/mobile devices with them during the school day. Students may use their cell phones /mobile devices during passing time, at lunch, or as an academic tool during class

time with the instructor's approval. In the event of an emergency, students may use their phone with approval by a teacher or the office.

Violation: confiscation of the cell phone/mobile device by staff and brought to the office. The student may pick the phone up in the office after school.

First Violation: \$5.00 procedure fee

Second Violation: \$10.00 procedure fee

Third Violation: \$20.00 procedure fee

All fees will be deposited in the Student Council activity fund

Students who refuse to give their cell phone/mobile device to a staff member will be considered insubordinate, and will receive a day of In-School-Suspension.

5. Students may not use cell phones/electronic devices to take pictures or videos during the school day. Cell phones or cameras may not be used in locker rooms/restrooms.

F. VIOLATIONS OF LAWS:

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

G. WEAPONS POLICY:

No student shall possess a weapon when in the school building, on school grounds or on any school sponsored trip or activity.

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 trip/activity.

"Weapons" are identified in two categories:

- (a) articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples are: firearms, whether loaded or unloaded; knives; clubs; metal knuckles used in a threatening manner; numchucks; throwing stars; explosives; stun guns; ammunition; chains; pellet guns; look alike guns; and other non- functioning guns that could be used to threaten others.
- (b) articles designed for other purposes, but which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pencils, files, scissors, compasses, letter openers, and instructional chemicals.

Minimum corrective action shall include student conference, parent notification, and possible notification of police.

Maximum corrective action shall include a recommendation to the School Board for expulsion.

Law enforcement agencies will be notified if a student is in possession of an illegal weapon while on school property or in an area immediately adjacent to a school site.

H. HAZING POLICY:

"Hazing" means committing an act against a student or individual, or coercing a student or individual into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding,

electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student or individual.

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 or individual with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or individual or discourages the student or individual from remaining in school.

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

“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. Holdingford Public Schools will investigate any reports of hazing, protect complainants and take necessary action against violators of this policy regarding MN Stat. 127.465. The complete policy is available in the offices of the principals or the superintendent.

I. UNACCEPTABLE BEHAVIOR:

Unacceptable behavior includes, but is not limited to:

1. Willful conduct, which materially and substantially disrupts the right of others to an education.
2. Willful conduct, which endangers school district employees, the pupil or other pupils, or the property of the school.
3. Disorderly behavior, fighting
4. Willful violation of any rule of conduct specified in this discipline policy.
5. Gross disrespect to any school employee, including abusive language or profanity directed at any school employee.
6. Insubordination
7. Extortion
8. Cheating
9. Lying
10. Violation of school bus or transportation rules.
11. Violation of parking or school traffic rules and regulations.
12. Student attire and personal grooming which creates a danger to health and safety or creates a disruption to the education process.
13. Falsification of records or signatures.
14. Any profanity in school
15. Possession or consumption of drugs or alcohol on school grounds or at any school related event.
16. Harassment
17. Theft (students and staff are expected to report theft to administration/liason officer.

18. Forged permission/absence note
19. Inappropriate public display of affection between students is not a socially acceptable behavior at school or at school activities. Examples of inappropriate PDA that are prohibited: Romantic kissing, hugging or inappropriate bodily contact. Students who engage in inappropriate PDA will be subject to disciplinary action.
20. Any “gang” communication
21. Retaliation toward students, staff, or community members
22. Leaving district property without administrative permission.
23. Inappropriate dancing
24. Violation of school attendance policy. (Page 16)
25. Attempting to or manipulating vending machines.
Ref: school board policy #506 VI, for code of student conduct.
26. Bullying
27. Sexting

III. DISCIPLINARY ACTION

A. Disciplinary action may include but is not limited to:

1. Meeting with the teacher, counselor, or principal.
2. Contact with the parent or guardian.
3. Meeting with parents or guardian.
4. Detention.
5. Loss of school privileges.
6. Modified school programs.
7. Removed from class.
8. Suspension from school and/or extra curricular activities.
9. In-school suspension.
10. Referred to support services.
11. Exclusion.
12. Expulsion.
13. Petition to county court for juvenile delinquency adjudication.

B. Detention

1. Assignment of Detention

- a. Detention is defined as requiring a student to remain after school as a disciplinary action due to misbehavior.
- b. Detention may be given by the principal, dean of students or a teacher.
- c. Teachers may recommend detention for a student to the dean.
- d. The student must be given 24 hours notice before serving detention.
- e. It is the responsibility of students to serve their detention on the date that it is assigned. If the detention is skipped, In School Suspension (I.S.S.) will be assigned because of insubordination. Special circumstances will be considered at the discretion of the dean or principal. If a student is assigned a 4th O.S.S., a referral will be made to the school board for expulsion. If an infraction is deemed a major violation by the principal, expulsion proceedings could occur with less than four O.S.S. infractions.

C. Detention Room Rules:

1. Students must arrive at the assigned detention room by

3:15 p.m. Students arriving later than 3:15 p.m. may not be admitted.

2. Students should have schoolwork and materials for completing assignments or related reading matter with them when they report to detention.
3. Students may not be excused to go to their lockers or the restroom once they are admitted to detention.
4. No pop, food or candy may be consumed while students are in detention.
5. No talking is allowed while students are in detention.
6. No cell phones, CD players, headphones, or nuisance items of any type are allowed in detention.
7. Students who are disruptive in detention or break detention rules will be sent out and the time they have served will not count. Additional consequences may be assigned at the discretion of the dean of students/ principal.
8. Students who fail to report to detention as assigned may have additional consequences at the discretion of the dean of students/principal.

D. Removal from Class

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class upon arriving at the high school office shall be the responsibility of the principal or his/her lawful designee. The removal of a student from class shall not exceed three class periods. Students shall be removed from class only upon agreement of the appropriate teacher, and principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference.

E. Suspension is the short term exclusion of the student from school during which the school is relieved of custody of the child.

Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act of 1974 as current amendment.

A student who is suspended from school or dismissed from school for a portion of the school day must remain off school grounds until the time and day designated for readmission and may not participate in any scheduled sports practices or events, fine arts performances or other extra-curricular activities until he/she has been readmitted to the school.

- F. Exclusion: "Exclusion" means an action taken by the school board to prevent enrollment of a pupil that shall not extend beyond the school year.
1. Grounds for exclusion include, but are not limited to:
 - a. Vandalism
 - b. Theft

- c. Physical Assault
 - d. Dangerous threats, including but not limited to the reporting of dangerous or hazardous situations that do not exist.
 - e. Gross school disruptions.
 - f. Using, possessing, distributing, or being under the influence of illegal drugs or narcotics on school grounds or at school sponsored activities.
 - g. Violations of any state, local or federal law while on school grounds or at a school sponsored activity.
 - h. Willful conduct, which materially and substantially disrupts the rights of others to an education.
 - i. Willful conduct, which endangers school district employees, the pupil or other pupils.
 - j. Extortion.
 - k. Gross disrespect to a school employee.
2. Procedure: Violations of the above shall be submitted to the building principal, in writing. The principal may proceed toward exclusion, following the procedures outlined in the Pupil Fair Dismissal Act of 1974, as current amendment.
- G. Expulsion: Expulsion means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.
1. Grounds for expulsion include, but are not limited to:
- a. Vandalism
 - b. Theft
 - c. Physical Assault.
 - d. Dangerous threats, including but not limited to the reporting of dangerous or hazardous situations that do not exist.
 - e. Using, possessing, distributing, or being under the influence of illegal drugs or narcotics on school grounds or at school sponsored activities.
 - f. Violation of any state, local or federal law while on the school grounds or at a school sponsored activity.
 - g. Willful conduct, which materially and substantially disrupts the rights of others to an education.
 - h. Willful conduct, which endangers school district employees, the pupil or other pupils.
 - i. Extortion.
 - j. Gross disrespect to a school employee.
 - k. Gross school disruptions
 - l. Possession of a weapon on school grounds.
2. Handicapped Pupils: Special provisions. If a violation of a student conduct rule occurs by a handicapped student the following procedures will be followed:
- a. Referral to support services for further assessment, or:
 - b. Review the current IEP and determine if there is a course of action outlined.
 - c. Refer the student to other special education services, or proceed with suspension, exclusion or expulsion.

IV. NOTIFICATION OF POLICY

Copies of this discipline policy shall be published in the Student Handbook, which is available in the student agenda and the high school office. Nothing in this policy is

intended to conflict with The Pupil Fair Dismissal Act of 1974, as current amendment Minnesota Statute 121A.40 to 121A.56; copy available upon request. If any conflict exists, Minnesota Statute will supersede.

V. PARENT NOTIFICATION OF VIOLATION

Parents shall be notified (in writing when possible) of serious violations of the rules of conduct and resulting disciplinary actions including detentions, suspensions, and/or expulsion by first class mail except as provided otherwise by The Pupil Fair Dismissal Act of 1974, as amended in 2006. 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, as current amendment.

VI. DUE PROCESS PROTECTION

Parents, guardians and/or students are assured due process and equal protection of the law during any suspension, exclusion, or expulsion proceedings. Formal hearings are available and persons may appeal a disciplinary action as provided by the Pupil Fair Dismissal Act of 1974, as current amendment.

VII. PARENT/GUARDIAN INVOLVEMENT

Early involvement of parents or guardians of students displaying behavioral problems is encouraged. Some recommended procedures for early involvement are:

- A. Discipline referral form sent to parents.
- B. Phone call to parents by teacher or administrator.
- C. Parent conference with teacher/and or administrator.

VIII. EARLY DETECTION

Early detection of behavioral problems will usually help to minimize the risk of the students becoming a severe discipline problem. Procedures used for early detection are:

- A. Teacher - Student Conference.
- B. Teacher - Administrator Conference.
- C. Student - Administrator Conference.
- D. Teacher referral to student support team.
- E. Ability, achievement and psychological testing by special education instructor and/or school psychologist.

IX. SPECIAL NEEDS STUDENTS

Students with special needs may need consideration that deviate somewhat from the standard discipline procedure. Procedures that can be used are:

- A. Attempt 2 modifications in the classroom before referral.
- B. Referral of student to student assistance team.
- C. Achievement, ability testing.
- D. Psychological testing.
- E. Modification of tests and assignments.
- F. Daily behavioral checklist.

X. PROCEDURES FOR APPEAL OF DECISION

Parents, guardians and/or students may appeal a disciplinary action by:

- A. Consulting with the appropriate principal. If further appeal is deemed necessary, they may:
 - B. Consult with the superintendent. If further appeal is necessary, they may:
 - C. Request a hearing with the school board. If further appeal is necessary, they may:
 - D. Appeal to the commissioner of education.

XI. INTERACTION WITH LAW ENFORCEMENT AUTHORITIES

Law enforcement officers or other public service officials may be called to the schools at the request of the school administration. When called at the request of school officials, students may be questioned or tested by law enforcement officers or other public service officials without parental consent.

XII. REASONABLE FORCE

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

XIII. ANNUAL REVIEW

The principal and licensed employees will meet annually to review the discipline policy and assess the enforcement of the policy.

IV. STATEMENT OF INTENT

Nothing in this policy is intended to conflict with the student handbook, which has been adopted as school policy, or with the Pupil Fair Dismissal Act of 1974, as current amendment.

HARASSMENT

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

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual, harassment, violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

- b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
- a. Unwelcome verbal harassment or abuse;
 - b. Unwelcome pressure for sexual activity;
 - c. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. Unwelcome behavior or works directed at individual because of gender.
- B. Racial Harassment; Definition.
Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
- 1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. Otherwise adversely affects an individual's employment or academic opportunities.
- C. Religious Harassment; Definition
Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
- 1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. Otherwise adversely affects an individual's employment or academic opportunities.
- D. Violence: Definitions
- 1. Sexual violence is a physical act of aggression or force or the treat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:
 - a. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the

- opposite sex;
 - b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
2. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
 3. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
 4. Assault; Definition. Assault is
 - a. An act done with intent to cause fear in another of immediate bodily harm or death;
 - b. The intentional infliction of or attempt to inflict bodily harm upon another; or
 - c. The threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building; The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided here in will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or

- complainant.
- D. In the District. The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
 - E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
 - F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
 - G. Use of formal reporting forms is not mandatory.
 - H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate to take appropriate action, and to conform to any discovery or disclosure obligations.
- V. INVESTIGATION
- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
 - B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
 - C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
 - D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
 - E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.
- VI. SCHOOL DISTRICT ACTION
- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy

will be consistent with requirements' of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment, violence, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

The Minnesota State High School League (MSHSL) policies on harassment are the same as those described in the section on alcohol, drugs and tobacco.

BULLYING PROHIBITION POLICY

I. Purpose

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' 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, it is the school district's intent to prevent bullying and to take action to investigate,

respond, remediate, and discipline 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, 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. Further 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.

Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

False accusations or reports of bullying against another student are prohibited.

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 or for that act in accordance with the school district's policies and procedures, including the school district's discipline policy(See Policy 506). The school district may take into account the following factors:

- a. The developmental ages and maturity levels of the parties involved;
- b. The levels of harm, surrounding circumstances, and nature of the behavior;
- c. Past incidences or past or continuing patterns of behavior;
- d. The relationship between the parties involved; and
- e. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and

events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - a. 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 performs a pattern; or
 - b. 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 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 or harm to a 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 building, 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..

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

The building principal or the principal's designee or the building supervisor 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 third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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 principal immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibitive conduct or fail to make reasonable efforts to address and resolve the bullying or prohibitive conduct in a timely manner may be subject to disciplinary action. 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.

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, or work assignments, educational or work environment.

The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect 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 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 agreement; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy(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 504 plan 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 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 prohibitive 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, 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

Sexting

Anyone who engages in the practice of sending sexually explicit photos or messages electronically is engaged in sexting. Anyone engaged in sending or in possession of sexting materials is subject to discipline up to and including expulsion.

DRESS CODE

Students should dress in a manner that does not disrupt the educational process. Shoes must be worn at all times and clothing which is distracting to school staff and/or students is prohibited. Students will wear shirts, blouses, “tops” etc. that will cover their shoulders by at least two inches. Students will not be allowed to wear shirts, blouses, or “tops” that show cleavage. School policy does not permit exposed midriff (tummy). Short shorts/skorts and short skirts are not to be worn. Fingertip length or longer shorts/skirts will be acceptable. Fingertip length is defined as when standing and arms are extended along the side of hips with fingers extended downward. The tip of the longest finger will determine the fingertip length. Students not complying with the dress code will be required to wear apparel supplied by the office or clothing approved by school personnel. Students may not wear shirts, or any other article of clothing which advertises/depicts violence, drugs, alcohol; has a sexually suggestive message, and promotes/identifies or can be interpreted as gang affiliation. During regular school day, students may not wear clothing that reveals the strapless, single strap, or with “spaghetti” straps fashion design. Exception: attire worn for formal school occasions, i.e. homecoming royalty. Refer to School District Policy #504. Hats and bandanas are not allowed to be worn or carried between the hours of 8:10 a.m. to 3:08 p.m. except having approval from the building principal for special situations. Buttons, insignias, pictures, and slogans which are profane, vulgar, discriminatory, or contain inappropriate connotations which intrude upon the rights of others are not permitted. Students can wear appropriate sweaters and sweatshirts to class. Blankets, comforters, quilts, bed spreads, bed covers, sleeping bags, etc. are not acceptable, to use as apparel at school.

BULLETINS AND ANNOUNCEMENTS

- I. Announcements must be approved by an advisor or administrator.
- II. All daily announcements are to be given in writing to the school secretary by 9:15 a.m. for publication.
- III. Posters, circulars, etc. can be only displayed (hung up) with the permission of the principal or dean of students.

THE PLEDGE OF ALLEGIANCE

The school board recognizes the need to provide instruction in the proper etiquette, display, and

respect of the United States flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- I. By each individual classroom teacher or the teacher's surrogate;
Or
- II. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

EXCEPTIONS

Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

DRIVER EDUCATION

The Drivers Education Program is offered through Community Ed.

Contact the Community Education Office at 746-2221 Ext. 465 for further information.

EMERGENCY CLOSING

If school must be closed for some reason, it will be announced as early as possible over the following radio and TV stations:

KASM 1150	WYRQ 92.1
WJON 1240	KSTP TV Channel 5
WWJO 98.1	KCLD 1450 & 104.7
WCCO 830	KARE -TV Channel 11
KMSP Fox 9	

Parent/guardian will be contacted with the "School Reach" phone message system when feasible.

Do not call the school or stations early in the morning during severe weather, as this will only make it harder for school officials to make emergency closing announcements to the stations. The parents of primary age students should use their own judgment in sending their youngsters when school is in session on days with very low wind chill factors.

EMERGENCY DRILLS

Students are expected to fully comply with emergency drills. Failure to do so will be considered an act of insubordination.

EXTRA-CURRICULAR PROGRAMS

Extracurricular activities in grades 7-12 include clubs such as Art, FFA, plays, speech, yearbook, cheerleading, knowledge bowl, and athletics. A fee may be charged for participation in some of these activities according to current school board policy. The rules and policies of the Minnesota High School League apply to participants in some activities. These rules relate to physical exams, academic eligibility, and the use of alcohol, drugs, and tobacco. Each participant and parent is provided a copy of these rules.

Any student who wishes to participate in a Minnesota High School League sponsored athletic activity must have a physical screening exam on file in the office of the athletic director before the student is allowed to participate or practice. The student must pay the cost of this physical screening exam; the school will NOT PAY FOR THIS EXAM. This

physical screening exam must be renewed every three years.

FEES FOR STUDENT ACTIVITIES

- I. Band: A maintenance fee is charged for students who use school owned instruments.
- II. Participation fees for fine arts, music, drama, speech, band activities, athletics and cheerleading are subject to annual review and modification by board action.

REPLACEMENT FEES

The school district will charge replacement fees for textbooks, workbooks, library books, equipment, or supplies damaged, lost, or destroyed by students. This is in compliance with M.S. 123B.37, Subd. 1 (b).

INSURANCE

The school district DOES NOT provide medical insurance for expenses from accidents related to school sponsored activities and travel, including athletics. The parents or their family medical insurance program must assume such expenses.

The private property of students and employees is not protected against loss or damage. Such losses must be filed under private "homeowners" or similar insurance plans.

STUDENTS USE OF VEHICLES POLICY

Driving any licensed motorized vehicle on tarred school roads and parking any such vehicle on school property is a courtesy offered to students and others by the school district. Orderly parking is required.

Driving any off road, unlicensed motor vehicles to and from school and parking such vehicles on school property is prohibited without specific, prior authorization from the superintendent or principal. Any unlicensed motor vehicle that is not authorized by the superintendent or principal may result in said vehicle being confiscated or removed from school property and towing charges assigned to the vehicle owner.

The School Board and school officials shall establish rules and regulations to assure safe operation of all vehicles while on school property. Students shall operate vehicles only in a prudent and safe manner at all times. Speed limit on school grounds is **15 mph** maximum. Loud exhaust noise is prohibited.

The school district does not assume any responsibility for damage to private vehicles or theft from private vehicles while parked on school property, nor is any liability assumed for accidents, damage or injury caused by the operation of private vehicles on school property, regardless of the manner in which any accident, damage or injury may have been caused.

Written/verbal permission from a parent or guardian, and approval of the principal, administrative assistant/dean, or superintendent is required to authorize a student to drive their private vehicle or ride in any private vehicle during school hours. Students may not transport any other student in any private vehicle during school hours without specific authorization.

Students shall not tamper with, or sit in or upon vehicles while parked on school property. **Students arriving at school shall enter the building promptly upon arrival;** those leaving school shall depart from the parking lots promptly upon dismissal.

Students are to yield right of way to buses at dismissal time.

Students who violate any rule or regulation regarding the use of private vehicles on school property may be denied permission to drive and park any private vehicle on school property.

The school board requires a system of (private) registration of private vehicles that students may wish to drive to school and park on school property. For additional information, reference school district policy #527. Students are required to notify the

principal's office immediately of any changes. Consequences may be assigned if this is not done in a timely manner.

LOCKERS/PERSONAL POSSESSIONS

Keep them locked at all times. The administration has the legal right to search your locker. Students are to report locker vandalism to the high school office immediately. School district policy #502 addresses locker searches. Copy of policy is available for students. Denial of a reasonable search of personal possessions, vehicle, and clothing will result in disciplinary action.

BACKPACKS/BAG POLICY

Students may not carry/use backpacks, cinch bags, purses, etc during the school day (8:10-3:08). Backpacks/bags need to be kept in student's locker.

HEALTH POLICIES

A school nurse is available if pupils become ill or are injured at school. First aid is administered and if the situation warrants, the parents or other person designated by the parents will be asked to take the pupil home or the student will be expected to return to class before the beginning of the next class. If a student is ill, he/she must have permission from the school nurse to go home. Students must contact the nurse first; students do not have permission to use school or personal phone or email to inform parents prior to contacting school office personnel first. The nurse will contact the parent/guardian to inform them of the health situation. Consequences will be assigned if this policy is not followed. Students may not have or receive helium balloons. Helium balloons will be allowed for program decorating or use.

MEDICATION - HEALTH POLICIES

School officials cannot routinely administer any kind of prescription/non-prescriptive medication. Only in exceptional cases, where failure to take a prescribed medication could endanger the health of the child, may the appropriate school personnel administer that medication. In these cases medication will be administered according to the following conditions:

- I. Medication must be done according to the written order of a licensed physician and written authorization of a parent.
 - II. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
- Only a licensed school nurse may administer III. Medications, not taken orally, or which have the potential of dangerous side effects.

Non-prescription (over the counter) medication will not be allowed without the written authorization of a parent and approval of a building administrator. See School Board Policy # 516.

PERMISSION FROM DOCTORS

Students may be excused from physical education classes only if their doctor writes a recommendation, which should include the limitations or precautions in the child's activities.

PASS AND STUDY HALL PROCEDURES

- I. Students will have a pass when in the hall during class periods. If you are going to sign out of study hall to work in another area, you will have a pass from the instructor you are going to. You will get this pass before school or between classes.
Students with a pass to LMC/computer lab are required to sign in at that site.

- II. Students with mid quarter deficiencies will be restricted in study hall until they have made up the deficiency and the teacher issuing the deficiency gives the student a written note stating that they are doing satisfactory work. If a failing grade or “U” was earned in a quarter or semester class which has concluded, the student is to be in a restricted study hall for two weeks. After two weeks, he/she may be “unrestricted” if a note is presented to the study hall teacher indicating that the student is doing satisfactory work in all classes.
- III. No multiple names or destinations on a pass. All passes should have a signature from the staff member, date, time the student left the room, and with the return time indicated.
- IV. Bathroom and locker passes from study halls, one per student, per study hall, at a time is limited to 5 minutes.
- V. Students must sign in and out of study hall to let teachers know their destination.
- VI. To be excused to the counselor’s office, students must have a pass from the counselor unless the instructor deems the “situation” worthy.
- VII. All students who have been given passes out of study hall for any reason are to report back to that study hall 5 minutes before the end of the hour.
- VIII. Study hall is just that - a time to study, not time to play or socialize. It is important that students who want to study have that opportunity.

POST SECONDARY EDUCATION

Most post-secondary institutions request that registration for their courses be processed through the high school counselor. In some cases, we may have the various bulletins in the counseling office or they may have been sent to you. Select courses, which you know will help fulfill whatever requirements, you have yet to complete for high school graduation. You will meet with the counselor to complete this portion.

The various post secondary bulletins and manuals are usually very specific regarding registration for classes. You will have to meet their deadlines. The fact that you want to register for a specific course does not mean that you will get it - - it may already be full. Good planning is the key at this point and will require you to have alternative courses available. In order to graduate from Holdingford High School, the student must meet all I.S.D. #738 graduation requirements. Students may apply to enroll in one or more classes. However, a student may not exceed the equivalent of a full high school load under this program. For example, if you are attending high school half time, you may enroll up to half time in a post secondary institution.

Other Considerations:

- I. Students may continue to participate in extracurricular programs.
- II. Since the credits from a post secondary institution apply to a student's local graduation requirements, a student's graduation from high school may be adversely affected should the student fail even one of the post secondary courses.
- III. The scheduling of courses at a post secondary school is not an easy process. The fact that a student wishes to take a specific course does not mean that the student is guaranteed that course. You will be the last to register.
- IV. Transportation is the full responsibility of the student.
- V. Students who will be registering for either Fall or Spring semester classes at a post secondary institution may find that these times do not correspond to the high school calendar.
- VI. Students considering a Technical Vocational Program as part of the post secondary option program, must be certain to have completed all local academic requirements before enrolling on a full time basis.

PSEO ELIGIBILITY REQUIREMENTS

Students need to meet prerequisite requirements for the course. The college or University

makes the final determination on a student's readiness.

*Sophomores may enroll in one career or technical education course at a MnSCU college or university. If they receive a grade of C or better in the course, the student shall be allowed to take additional career or technical education courses in subsequent terms.

*A student who first enrolls under this provision while in 10th grade and wishes to enroll in general education courses as an 11th or 12th grade student must take the system Assessment for Course Placement and achieve the required scores prior to enrollment.

*Campuses may require eligible 10th grade PSEO student who wish to enroll in a career and technical course to meet with a college counselor or advisor.

*Colleges and universities may admit students based on other documentation of ability to perform college-level work.

*If a concurrent enrollment course cannot be filled with eligible 11th and 12th grade students, a 9th or 10th grade student may be able to enroll in that course if:

The college or university president approves;

The student has a score at or above the 90th percentile on a national test,

Such as ACT or SAT or ranks in the upper one-tenth of their class or has a favorable recommendation from a designated high school official to enroll in the course; and

The student meets the prerequisite requirements of the course as determined by the college or university.

SCHOOL LUNCH PROGRAM

- I. Lunches are available to all students. The school board sets the cost per meal.
- II. No food or beverage may be consumed outside the cafeteria during lunch times.
- III. Students who bring their lunch from home must eat in the cafeteria.
- IV. Students are not allowed to eat from another person's plate.
- V. One 8 oz. glass of milk is included with the lunch; any additional milk must be paid for.
- VI. We ask your cooperation in returning your plate, eating utensils and uneaten food to the dishwashing room.
- VII. Students are assigned to and expected to remain in the lunch period area during the lunch blocks.

FOOD AND BEVERAGE

Grab and Go Breakfast may be consumed during 1st hour with teacher discretion. The LMC, Theater, High School and Intermediate Gyms are considered classrooms. No homemade food may be shared with other students. All beverages consumed in school must be in a closed/resealable container.

TECHNOLOGY POLICY

Students accept and agree to abide by the rules set forth by Independent School District No. 738 and contained in the Internet, Computer and Equipment Usage Policy. A violation of the policy will result in disciplinary action as set forth by the Internet, Computer and Equipment Usage Policy. District web site address is:

www.edline.net/pages/Holdingford_Public_Schools.

See School Board Policy # 524 for further information.

TELEPHONES

The high school office has a telephone for student use. Students will be called from classes for phone calls ONLY IN EMERGENCIES. Students will not be able to use office phones unless specific permission is obtained. Calls will be limited to 2 minutes and pertain to school business.

TRESPASSING

It is a misdemeanor for a person to enter or be found in a public or nonpublic elementary, middle, or secondary school building unless the person:

- I. is a parent or guardian of an enrolled student or employee of the school district;
- II. has permission or an invitation from a school official to be in the building;
- III. is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
- IV. has reported the person's presence in the school building in the manner required for visitors to the school.

PROM

Holdingford High School students in grades 11-12 are eligible to attend prom. Students in 10th grade may attend if asked by a 11th or 12th grade student. Students not enrolled in Holdingford High School need administration approval to attend prom. All non-HHS participants must be in 10th grade and/or up to including age 20.

VISITORS

Student visitors must have school/family/ business reasons to obtain permission to enter the school area during instructional hours. HHS students must have the written permission of their parent /guardian and a completed "visitor request" form at least 2 days in advance of the scheduled visit. Student visitors should be secondary school age and report to the high school office and obtain a visitor ID badge. Persons desiring to "visit" staff should make an appointment with staff. The staff member must inform the office of the appointment, visitors must wait in the high school office. Staff members will be contacted to confirm/deny visitation request.

Membership in the Holdingford Chapter of the National Honor Society

Selection to the National Honor Society is open to Sophomores, Juniors and Seniors and is based upon the following criteria:

I. Academic Performance

Cumulative GPA of 3.5

II. Character

According to the National Honor Society standards for good character has six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. The student of character:

- *Takes criticism willingly and accepts recommendations graciously
- *Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- *Upholds principles of morality and ethics
- *Demonstrates the highest standards of honesty and reliability
- *Shows courtesy, concern and respect for others; observes instructions and rules
- *Exhibits concentration and sustained attention as shown by perseverance and application to studies
- *Manifests truthfulness to acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by mistakes of others
- *Actively helps rid the school of bad influence or environment.

III. Leadership

According to the National Honor Society standards, the student who exercises leadership:

- *Is resourceful in proposing new problems, applying principles, and making

suggestions

- *Demonstrates initiative in promoting school activities
- *Exercises influence on peers in upholding school ideals
- *Contributes ideas that improve civic life of the school
- *Is able to delegate responsibilities
- *Exemplifies positive attitudes
- *Inspires positive behavior in others
- *Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; and demonstrates reliability and dependability
- *Is a leader at work and in school or community activities
- *Is thoroughly dependable in any responsibility accepted
- *Is willing to uphold scholarship and maintain a loyal school attitude.

IV. Service

The student willingly volunteers for service, both in organized activities and in informal situations. He/she works well with others and appears to find satisfaction in serving others. He/she demonstrates courtesy, respect, dependability, and enthusiasm.

V. Personal Statement and Essay

VI. Participation in Extra-curricular and Community Activities

The procedure for selection involves the following steps:

- A. Students become eligible candidates based on GPA of 3.50 or higher
- B. Candidates complete information packet, fully and neatly
- C. Faculty Council reviews and evaluates all candidate information
- D. Faculty Council meets and selects new members
- E. Parents are informed of selection of their child
- F. Induction ceremony and reception for new members

For further information/clarification, reference school district policy manual.

Copies are available in the district office.