

# Paynesville Area High/Middle School Student-Parent Handbook 2011-12

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\* This handbook and its contents were approved by the School Board.

This handbook may be changed or amended during the school year. Changes will be posted in the office of the principal. If you have any questions about a provision, contact the principal.

PAHS and PAMS students will find school policies and procedures in this handbook. MS stand for PAMS students and HS stands for PAHS students. If there is no difference in the policies or procedures between buildings their will be no indication of specific buildings.

### **Student Planner**

This student planner is funded by the Central Minnesota Federal Credit Union. Students are to carry their planner to each class. Parents are encouraged to check this planner and may be asked to sign it periodically.

#### **Student Responsibilities:**

- Come to school ready to learn
- Take responsibility for your learning and actions
- Do your best
- Follow the rules; obey all adults
- Respect others and the school

**SCHOOL PHILOSOPHY**

The mission of District #741 is to provide, in cooperation with the home, church, and other community agencies, an environment where each individual regardless of differences, can develop his or her talents to the extent that they can experience a life which is rewarding and which contributes to the continuation and improvement of our democratic society.

Our schools shall foster the development of individuals who believe their success or failure is dependent upon their use of their own mind and talent, who desire to fully develop their own capabilities, who have a positive self-image, and who are creative, thinking, self-confident people.

**ATTENDANCE POLICY - Paynesville Area Schools**

Board Approved: **February 7, 2006**      **Policy 503**

**I. PURPOSE**

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

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

**II. GENERAL STATEMENT OF POLICY**

A. Responsibilities.

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

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

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

B. Attendance Procedures.

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death in the student's immediate family or of a close friend or relative.
- (4) Medical or dental treatment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in an week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) College visits with prior school approval are excused. Students are limited to three during their 11<sup>th</sup> and 12<sup>th</sup> grade years. Students may not go to college visits in groups larger than three.
- (11) Emergency work for the student's parent. (limited)
- (12) Vacations with family requires prior principal approval.

According to Minnesota Statutes, school officials, and not parents, may excuse a student from school. Excuse notes from parents, merely conveys to the school the information concerning the student's absence. Based on this information a decision whether the absence will be marked as excused or unexcused will be made by administration.

b. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within two days for every one day missed, from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
- (3) **Maximum Absence Rule applies to Middle School and High School students.**

2. Unexcused Absences

a. The following are examples of absences, which will not be excused:

- (1) Truancy. An absence by a student, which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at a business or home, except under a school sponsored work release program.
- (4) Absences resulting from cumulated unexcused

tardies (three tardies equal one unexcused absence).

(5) Any other absence not included under the attendance procedures set out in this policy.

(6) Non-medical appointments (tanning, haircut, car repair, banking, car failure etc.)

b. Consequences of Unexcused Absence

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

(4) Students with unexcused absences shall be subject to discipline in the following manner:

(a) The student will not be allowed to make up work missed due to unexcused absence.

(b) After the 4th cumulated unexcused absence in a semester, a student's parent or guardian will be notified by mail, phone or e-mail that his or her child is nearing a total of 7 unexcused absences, at which time a truancy will be filed with the appropriate county.

(c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

(d) Middle School students will receive two detentions for every hour that is accumulated through unexcused absences and a student in the High School will receive two hours after school detention for every hour of unexcused absence.

C. Tardiness.

1. Definition: Students are expected to be in their assigned are designated times. Failure to do so constitutes tardiness (7 minutes).

2. Procedures for Reporting Tardiness

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

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness;

b. Serious illness in the student's immediate family;

c. A death in the student's immediate family, close friend relative;

d. Medical or dental treatment;

e. Court appearances occasioned by family or personal action;

f. Physical emergency conditions such as fire, flood, storm, etc.;

g. Any tardiness for which the student, has been excused in writing, by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
  - b. Consequences of tardiness may include detention unexcused tardies. In addition 3 unexcused tardies are equivalent to one unexcused absence.
- D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs.
1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
  2. School-initiated absences will be accepted and participation permitted.
  3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
  4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
  5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

#### **Maximum Absence Rule - High School/Middle School - Philosophy**

A significant correlation exists between student attendance and achievement. Since absences adversely affect student performance, students have the responsibility to maintain punctual, regular attendance. Participation in well-planned instructional activities under the direction of a competent educator is necessary to maximize student learning. Assignments can be made up; time missed in class cannot. A grade for the course and course credit is earned after the completion of the course work and attendance requirement has been met.

#### **Attendance Procedures**

1. **Maximum Absence Rule** – A student may not receive credit for any class in which he/she accumulates more than 12 absences for one semester and an appeal has not been granted. All absences will be counted in the accumulation of the maximum number (excused + unexcused + truancy = Maximum Absence Number), except those absences which result from participation in school authorized activities, official religious holidays, death in the student's immediate family, long term medical care with medical documentation or court subpoenas. Refer to district attendance policy for examples of excused and unexcused/truant absences. Study Hall is a required class for students to attend. The maximum attendance rule does apply and diplomacy consequences will be enforced. This could also result in the removal of the student from the graduation ceremony.
2. **Excused Absences** – Student absence from school should be limited to those instances in which an absence is genuinely unavoidable. Student absences from school must be confirmed by a written notice from a parent upon his/her return to school. Absences verified by a parent are counted into the Maximum Absence Rule. **If unexpected illnesses or emergencies occur during the school day, students must be excused from the nurse's office or the principal's office only. Do not leave the building without being excused! This will be considered truancy.**
3. **Truant/Unexcused Absences** – This includes all absences not school authorized and not verified by parents are considered truantries. These absences are counted in the Maximum Absence Rule. Detention will be assigned, participation credit will not be granted, and make up assignments is at the discretion of the instructor. Any students exceeding maximum absence rule in a given class and having 3 or more truantries in the class will rarely be granted an appeal unless there are very extenuating circumstances. The administration has the sole right to determine if an absence is excused or unexcused.
4. **Tardiness** - Students are expected to be on time for class. Three unexcused tardies will result in detention being assigned. A student is considered absent 7 minutes into the class period.

**5. Make-up Policy** – It is the student's responsibility to make arrangements for make-up work. Verified absences will receive full credit for make up work completed, and participation credit can be made up. Unexcused absences will receive no participation credit, and make-up work is at the discretion of the instructor. Students will be given a minimum of two days for every day of an excused absence. Teachers can set up individual completion plans with the student to lengthen this time frame if needed.

**VII. The Appeal Process** – There is an appeal process for students and parents who feel extenuating circumstances such as extended illness or family emergency should be considered prior to denying credit. However, any student exceeding the maximum absence rule in a class and having three or more trancies per quarter in that class will rarely have an appeal approved. Discretionary powers are given to the building principal to grant appeal dealing with medical need or other unique situations. Appeal forms will be available in the School Office

- A. An appeal must be initiated by the student following notification of pending grade reduction or loss of credit.
- B. Student must submit a written application for appeal to the principal.
- C. The appeal will be handled through a committee composed of the counselor, two teachers and an administrator. Decision of the committee is final.
- D. The committee will render a decision based on one of the following options:
  - a. Allow the reinstatement of the earned grade.
  - b. Make up time for lost hours in the classroom.
  - c. Withhold the decision until the following grading period to see if attendance improves.
  - d. Deny credit of class and a "NC" will be placed on the report card.
  - e. A combination of options is an option of the committee.

The Appeals committee will weigh heavily the recommendation of staff for students who have shown improvement. Parents and /or students will be notified during the year any time a student has accumulated an excessive number of absences and is in jeopardy of losing credit.

**VIII. Family Vacations** – Parent are strongly urged to plan family vacations that coincide with school breaks. Absences due to family vacations do apply towards the maximum absence rule. Parents or guardians, who choose to have their son or daughter absent from school for a family vacation, must notify the administrative assistant at least one week in advance. Parent should also realize that their student's grades might suffer due to the missing interactions that go on in a classroom.

#### **Perfect or Exemplary Attendance Incentive - High School**

Perfect attendance shall be defined as a student being in attendance at school for the entire school day for the entire school year. Exemplary attendance is defined as no more than three days missed during the school year. School business such as field trips, contests or counselor approved college visitations will not affect perfect or exemplary attendance.

A student with perfect or exemplary attendance for the school year will be allowed to participate in the final test days during the last two days of the school year. Test scores earned will only be applicable if they raise the student's final grade.

A student must be in attendance for 45 minutes out of 52 minutes in a class period in order to be considered in attendance for any period. Three tardies constitute a day of absence for purposes of computing exemplary attendance. Any unexcused absence and or suspension will nullify perfect or exemplary attendance incentives regardless of the amount of time absent.

A list of students eligible for the incentive will be prepared and published at the proper time notifying parents, students and staff of their eligibility.

Note: Special consideration will be given for absences due to a funeral or for church sponsored trips or retreats. Church trips and events will be considered under the attendance incentive only if the event cannot be planned on a non-school day. The principal will determine this with input from the pastor or youth pastor. The event, must be approved in advance, by the principal in order to qualify for perfect /exemplary attendance consideration. Discretionary powers will be given to the building principal to deal with special situations.

**III. DISSEMINATION OF POLICY**

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

**IV. REQUIRED REPORTING**

A. Continuing Truant.

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

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

B. Reporting Responsibility.

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

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

C. Habitual Truant.

1. A habitual truant is a child under the age of 16 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 16 or 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 awfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

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### **JOB SHADOWING**

Under certain circumstances it may be desirable for a student to shadow another person in their job (called job shadowing) in order to complete part of the requirements for a class.

Proper forms, parental and job site permission slips, and follow up sheets must be used. See the counselor for more information. While this time may be approved and excused at the discretion of the principal, students are required to make every effort to do the "shadowing" during vacations and non-school time.

### **THE PLEDGE OF ALLEGIANCE**

As per Minnesota Law The Pledge of Allegiance will be said at our school. We hope that it helps foster a respect for our flag, country, and what we believe in. The right of individuals to opt-out of saying the pledge will be respected by everyone for that too is one of the points that makes this nation free.

\*MS students say the Pledge of Allegiance every morning.

### **TRUANCY**

Students absent from school without the permission or approval of their parents are considered truant. This includes being absent for the entire day, portion of a school day, and being absent from an individual class period(s) without permission to be absent from class. Students that are truant will be required to explain their activities to both parents and school officials, plus other disciplinary actions may be taken before re-admittance to their classes or school will be granted. Consequences for truancies are at the discretion of the administration. Repeated truancies may result in suspension from school for up to 5 days and loss of credit for the class could occur due to attendance policy.

### **ADMIT TO CLASS SLIPS**

Pupils that were absent from school, tardy to school, or missing from a class during the school days will be required to present their teachers an admit-slip for the classes they were absent from. Admit slips can be obtained from the main office. On this slip will be the number of days missed and it will be noted if the absence was excused or unexcused.

\*MS can pick up and drop off attendance information in the community education office from 8:00 to 8:15 and 3:00 to 3:15. At any other time of the day they will need to bring notes and check into the High/Middle School Office.

### **TARDINESS**

Students tardy to school are to report to the office prior to attending class. A student is considered tardy if they are **seven or less minutes late to class**. Students that are tardy 3 times to school or class repeatedly will be subject to detention.

### **MAKE-UP WORK**

Students that have been granted an excused absence will be given sufficient or ample time to make up missed class assignments, projects, and tests. As determined by the instructor upon returning to school, a student should get the missed assignments from their instructors and when the missed work should be completed. A general rule of thumb is two (2) days for every day missed; however, it is only a suggested timetable, not an absolute timetable to follow due to extenuating circumstances. If the make-up work is not turned in by the time designated, no credit will be given for the make-up work. It should be noted to students and parents that it is not always possible to make up the missed learning activities or credit when a student is absent.

### **SCHOOL CLOSING**

Closing of school due to inclement weather or emergencies will be broadcast over radio stations and our School Reach Service.

### **VISITORS TO SCHOOL**

Any persons, other than Paynesville Area School students, staff, or School Board members, are regarded as visitors and must report to the high school office before going anywhere in the building. Students from other schools are not permitted to visit the school unless their intent is to attend PAS in the future. Prior approval must be obtained from the principal and their teachers. Visitors will not be permitted during the week prior to planned vacations, during other schools' vacations and special dismissal periods.

### **TRESPASSING**

The Minnesota Statutes §609.609 makes it a gross misdemeanor for a group of three or more persons to be found in a school building unless the persons:

- 1) are enrolled students or their parents;
- 2) have reported to the school office or have permission to be in the building;
- 3) are attending an event to which the public is or the individuals are invited.

### **EQUAL EDUCATIONAL POLICY**

It is the policy of the Board of Education of District #741 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital or parental (including pregnancy) status, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration, or selection; therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

### **GRIEVANCE PROCEDURE**

- A. Any person who has a complaint alleging that the School District is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such a complaint to the person designated to handle complaints.
- B. The person designated to handle complaints shall investigate the complaint and determine whether the School District is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the designated officer and such decision shall be communicated to the complainant within fifteen (15) days of the initial reception of the complaint.
- C. If the designated official finds that the complaint is justified, he/she shall initiate action to rectify the complaint.
- D. If the designated official finds that the complaint is not justified, he/she shall so notify the complainant in written communication.
- E. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools no later than fifteen (15) days after receipt of the written decision of the designated official.
- F. A hearing before the Board of Education shall occur no later than thirty (30) days after receipt of a written request for such a hearing. The complainant may testify and may request that others testify in the complainant's behalf. The designated official will present the finding of the investigation called for in Step B. The Board shall reach a decision and notify the complainant of its findings no later than fifteen (15) days after the hearing.
- G. If the complainant is not satisfied with the decision of the Board, appeal may be made to one or more of the state and federal offices responsible for civil or human rights and Equal Employment opportunity.

### **CLASS LOAD**

Students are required to register for and maintain a minimum of 6 regularly scheduled class periods per day. Independent study classes and work experience do count in the 6 class minimum.

**INDEPENDENT STUDY CLASSES**

Occasionally, it may be desirable for a student to pursue an independent study class. Be aware that independent study classes need to be approved prior to scheduling them by the principal. The principal will consider the reasons for the independent study and either approve or disapprove the request. Independent study classes must be in addition to the minimum required number of classes. They cannot be used to replace any of the regular required classes for graduation.

**SERVICE ACTIVITIES**

Lab and Phy Ed assistants, office helpers, yearbook staff, band, choir, stage band and speech contest participants will receive one (1) credit per quarter under the SERVICE CREDIT category. SERVICE CREDITS DO NOT apply toward the honor roll, National Honor Society, class rank or as part of the 32 basic elective credits currently needed for graduation. They do appear on the high school transcript, and as such, a prospective employer or school is aware of extra efforts or awards that were achieved.

**ACADEMIC CREDIT**

Academic credit for each class successfully completed is granted quarterly and is earned through academically completing all course work and meeting the attendance requirement.

**FAILURES**

Required classes that are not passed must be repeated at the High School level. If a quarter is failed, that specific quarter must be repeated in the future. At the discretion of the administration Middle School students that fail two (2) or more core classes will have to do a remediation program.

**CONFERENCES**

Formal Student-Parent-Teacher Conferences are held twice per year, once in the fall and once in the late winter. Middle School Student Conferences will be conducted with the help of their advisors in both the fall and spring. High School Student Conferences will be conducted by their advisors, in both the fall & spring. Spring conferences for High School students focus on the following year's class scheduling.

**SCHOOL RECORDS**

The school has on file your grades, attendance, standardized test scores, and discipline record. These records are cumulative since you began in the Paynesville Area School District. If you have attended several different schools, these records have all followed you to this school and are on file here.

You and/or your parent or guardian may see the contents of these records by making an appointment to do so with the principal or counselor. You may have copies made of anything in the school record, but you are not permitted to take the original record out of the office. You or your parent or guardian may place any statements or items in your record that you wish to, if it pertains to your school work.

You may also request that items be removed from your file. In the event that you or your parent or guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately to the school board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

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This means that your school will not and cannot by law, without first receiving written consent from you and your parent or guardian:

- (a) Send a transcript of your school record to a college, vocational school or university.
- (b) Give information from your record to a prospective employer.

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records. Students who are 18 years of age or older need not seek consent of their parent or guardian to exercise their rights of access or control of transfer to their records.

All students' records will be treated in accordance with the provisions of Public Law 93-380/Passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota.

These laws and the resulting procedures also apply to the records of all graduates of this school. For all college coursework taken at Paynesville or PSEO college coursework the official transcripts come from the college. You must contact them directly for official transcripts to be sent to other institutions.

#### **DATA PRIVACY & DIRECTORY INFORMATION**

From time to time the school may be requested to give other agencies what is referred to as "directory information". According to the District Policy relating to "Protection and Privacy of Pupil Records" the following information may be given out:

It includes, but is not limited to:

the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. Directory information does not include personally identifiable data which references religion, race, color, social position, or nationality.

\*The full District Policy is available at the Superintendent's Office or the Principal's Office.

Parents or eligible students have the right to refuse to let the school district designate any or all of the above "directory information." If the parent or eligible student wishes to facilitate nondisclosure of directory information they shall include the following in writing by September 15, each school year:

1. Student name
2. Home address
3. School presently attended by student
4. Parent's legal relationship to student if applicable, and
5. Specific categories not to be made public without the proper person's written consent, which shall only be applicable for that school year

In addition, since schools are bound by Minnesota Statute to release information to recruiters, if requested, parents, or eligible students may choose to "opt out" of the information lists given to recruiters. Follow the procedures as shown above if you wish to "opt out" of information given to recruiters.

#### **GUIDANCE PROGRAM**

The primary purpose of the guidance department is to help students help themselves. Students who are confronted with problems of a personal, educational, or career nature should feel free at all times to use the service of the guidance office and visit with the school counselor. The following list includes some of the areas in which the student might seek the services of this department.

1. To discuss personal problems and seek a solution.
2. To help with the selection of school subjects and plan a program of study.
3. To request a change in class schedules,

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4. To obtain information pertaining to colleges.
5. To obtain information pertaining to technical schools.
6. To obtain information on specific vocations, and apprenticeship opportunities.
7. To obtain information pertaining to the Armed Forces.
8. To obtain information on special services (Voc Rehabilitation, the Employment Office, etc.)
9. to schedule meeting with post high school representatives, military recruiters, & employers.
10. To make application for college entrance examination.
11. To obtain information on scholarships and loans for post high school education.
12. To obtain help in the interpretation of standardized test results.

Students are encouraged to check out educational and vocational materials from the guidance office. Materials should be returned in order to make them available for others.

#### **POLICY REGARDING CHEATING & PLAGIARISM**

Cheating and Plagiarism are not allowed. Plagiarism is monitored through the use of "Turn It In". The following consequences will be enforced by our faculty.

1. Notification will be sent home and to the principal.
2. The student will be given the option to redo the paper for half credit or take a zero if the offense is plagiarism. If the offense is cheating a zero will be given for a percent of the assignment as determined by the teacher.
3. Repeat offenders will be given a zero for the assignment. Other disciplinary consequences will be enforced and may include but not limited to detention, student conference and loss of credit as deemed appropriate by the school principal.

#### **STUDENT DISCIPLINE - Paynesville Area Schools**

Adopted: **April 25, 2006**

**Policy 506**

##### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

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

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing

The maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### **III. AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged.

### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of, and comply with federal, state and local laws;

- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

## **VI. CODE OF STUDENT CONDUCT**

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; 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 premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, Skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing, or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles Designed to be used in or as a weapon;
14. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
15. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, Insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Misuse of devices or objects which cause distractions and may facilitate cheating

- including, but not limited to, I-pods, radios, and phones, including picture phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
  21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
  22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
  23. Possession or distribution of slanderous, libelous or pornographic materials;
  24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
  25. Criminal activity;
  26. Falsification of any records, documents, notes or signatures;
  27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
  28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
  29. Impertinent or disrespectful language toward teachers or other school district personnel;
  30. Sexual and/or racial abuse and/or harassment;
  31. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
  32. Committing an act which inflicts great bodily harm upon another person, even though accidental, or a result of poor judgment;
  33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
  34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of Language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
  35. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
  36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
  37. Violation of school rules, regulations, policies, or procedures;
  38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

#### **VII. DISCIPLINARY ACTION OPTIONS**

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation,

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including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Saturday school;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act;
- T. Other disciplinary action as deemed appropriate by the school district and/or
- U. All students participating extra-curricular activities must follow Minnesota State High School League rules and regulations.
- V. School officials have the right to take possessions of objects either misused, become a distraction or do not belong in school until they see fit to return the item to the parent or student.

#### **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy. Grounds for removal from class shall include any of the following:
  - 1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
  - 2. Willful conduct that endangers surrounding persons, including school district Employees, the student or other students, or the property of the school;
  - 3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
  - 4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods. If a student is removed from class and the principal is involved, the parents will be notified.
- B. Procedures for Removal of a Student from a Class.
  - 1. Staff must notify principal or designee.
  - 2. Staff must provide written document of incident/rationale.
- C. Responsibility for and Custody of a Student Removed From Class.
  - 1. Student will report to principal's office.

2. Staff will determine if student needs to be accompanied.
  3. Principal/office personnel will assume responsibility of student and determine consequences.
- D. Procedures for Return of a Student to a Class from Which the Student Was Removed.
1. Principal/designee will determine when student may return to class. Principal may consult with staff and/or team regarding re-admission plan.
- E. Procedures for Notification.
1. Principal/designee will notify parents/guardian by mail or phone call.
- F. Disabled Students; Special Provisions.
1. Principal/designee will consult with case manager for consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a disabled student who is removed from class or disciplined; and determine if the student is in need of special education services.
  2. Principal/SAT (Student Assistant Team)/Facility Team will determine if special education referral is necessary.
- G. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. The team make-up will include: building principal, school counselor, chemical dependency counselor, and school nurse.
  2. District will consult with various community groups such as hospital and social services to address chemical abuse.
  3. Staff will make referrals to principal and/or chemical counselor for suspected chemical abuse.
- H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
1. The district will compile a list of interventions to assist staff with appropriate conduct.
- I. Staff is encouraged to involve parents early in an attempt to improve student behavior.
- J. Staff is encouraged to look for early signs of behavior problems.

#### **IX. DISMISSAL**

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

#### **C. Suspension Procedures**

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan. The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

- a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (Stop in the Principal's Office to see a sample copy of the "Notice of Suspension").
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

**D. Expulsion and Exclusion Procedures**

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

#### **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any

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student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.225, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

#### **XII. STUDENT DISCIPLINE RECORDS**

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

#### **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) school days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline - up to and including expulsion. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### **XIV. EXTRA-CURRICULAR ACTIVITIES PROGRAM ADMINISTRATION**

Any questions, concerns & grievances pertaining to our extra-curricular programs must be discussed with the Head Coach & staff first. Any grievance should be put in writing and given to the Athletic Coordinator. The Athletic Coordinator's responsibility is to make an administrative ruling after their investigation. A second appeal can be made to the superintendent if the previous steps have been completed.

#### **XV. OPEN ENROLLED STUDENTS**

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

**XVI. DISTRIBUTION OF POLICY**

A copy of this policy will be available in each principal's office and also posted on the district's web page, [www.paynesvilleschools.com](http://www.paynesvilleschools.com). A summary will be printed in the student handbooks.

**XVII. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer periodically to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct a periodic review of this policy.

**REASONABLE FORCE**

A teacher, principal, school employee, bus driver, or other agent of the district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. See Minnesota Statute 121A.582. **The Pupil Fair Dismissal Act** - Copies may be requested in the office. This document refers to the rules involving suspension, expulsion, etc.

**CERTIFICATE OF ATTENDANCE**

Students that do not earn the required 86 credits and/or the 54 specific subject area credits, but do complete 4 years of high school, may receive a certificate of attendance rather than a diploma. The student must declare in advance that his/her intent is to receive a certificate instead of a diploma. This should be done, by meeting with the counselor and principal prior to the last semester in school.

The Certificate of Attendance indicates completion of the secondary school period, and may be given to pupils who do not have the ability to meet all the graduation requirements. To be eligible to receive a certificate, a student must:

1. Be enrolled for Paynesville's minimum class requirement (See Class Load) and complete not less than that minimum in grades 9,10,11, and 12.
2. Be in regular attendance in grades 9,10,11, and 12.
3. Demonstrate the qualities of good citizenship as indicated by their attitude toward their schoolwork and toward the general welfare of the school. Whether this is demonstrated will be determined by the Principal with the input of the staff.

The permanent record cards of pupils receiving a secondary school certificate of attendance will show that those students received a certificate and not a diploma.

**SCHEDULE CHANGES**

Schedule changes will not be permitted after the 1st week of each semester unless extremely unusual circumstances as determined by the principal warrant a schedule change. Students that wish to drop a class are to see the counselor to pick up a Schedule Change Request form. No schedule change will be permitted until the Schedule Change Request form has been completed.

Drop/adds will be discouraged. All students who plan to use the drop/add procedure must have the form completed and returned to the principal no later than the last day of their previous quarter. Parent's approval by signature must also be included. Students who drop a class after the first week of a quarter will receive an incomplete. If the incomplete is not made up within the proper time guidelines, it will turn to an "F".

**REPORT CARDS**

Report cards are one way to notify you and your parents how well you are progressing in school. They are issued once every nine weeks and are marked in the following manner: A-Superior, B-Excellent, C-Average, D-Below Average, and F-Failure. Pluses and minuses will be utilized at the discretion of the teaching staff. The top grade possible is an "A" which is equivalent to a 4.0 on the system of records for G.P.A., purposes.

**UNSATISFACTORY PROGRESS NOTICE**-(Mid-Quarter Progress Reports)

Mid-Quarter Progress Reports will be sent to parents of students not working up to their capabilities or are doing failing work in their classes. Mid-Quarter Progress Reports are sent to parents during the 4th or 5th week of each quarter and at any time a faculty member feels a student is not working up to their ability or is in danger of an unexpected failure.

**HONOR ROLL**

The honor roll is published after each quarter. Students with 3.0 (B) average or above are eligible for the honor roll. Pluses and minuses are computed in the honor roll. If a student wishes his/her name not published on the honor roll, the student must inform the main office prior to the publication of the honor roll. Three categories of honor roll students are reported to the newspaper. They are those with a 3.0 and above, those with a 3.5 and above, and those with a 4.0. To be eligible students need to be enrolled in 6 or more classes at PAHS. Students who make the honor roll grade requirement but have classes from two or more public institutions will be published in a different category.

**SCHOOL LOCKERS**

Individual lockers are provided free of charge or deposit and assigned each student for their use. Lockers are to be kept neat, orderly, and free of illegal and harmful materials or substances and pictures that are not in good taste. Since these lockers are the property of the school district they will be inspected periodically by school officials. Students are responsible for anything found inside their lockers. You are responsible for the lock and up keep of your locker. Do not give your combination to others.

Chapter 227 of the Minnesota Statutes clarifies what is legal in Minnesota. It says, "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

**LUNCH MONEY**

Money may be put into your lunch account before school in the kitchen area. Charging will not be allowed, so plan to keep money in your account accordingly. Those who bring a bag lunch may buy a carton of milk. Breakfast will be available for students. If a student qualifies for free or reduced meal benefits, there will be NO CHARGE for breakfast.

- All MS/HS students who do not have money in their account will not be allowed to purchase a school lunch during the last two weeks of school. They will be given a butter or peanut butter sandwich and milk. This does not apply to free and reduced lunch students.

**LUNCH ACCOUNT PAYMENT PROCEDURES**

1. A lunch account number is assigned to each student.
2. Students must have money in their account to eat.
3. When a lunch account balance reaches -0-, notice is given to the student.
4. A lunch account must be -0- or above to be able to eat. Bread and milk are available to students who dip to no balance.
5. NO CHARGING to another students' account is ever allowed, in accordance with the National School Lunch Program Guidelines.
6. All negative balances are posted daily at the serving line entrances.
7. The Food Service will exercise the right to control the sale of ala carte items. They are intended as a supplement to the main lunch. **THE ABOVE PROCEDURES ARE IN COMPLIANCE WITH THE STATE OF MINNESOTA CHILD NUTRITION GUIDELINES.**

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### **SPORTSMANSHIP**

At all times, students should display good sportsmanship while attending athletic contests. Booing, heckling, rude gestures and disrespectful behavior are not a true representation of the Paynesville student body, nor will it help our team on to victory. It usually helps to hinder our chances to win, and above all tarnishes the feeling that other schools and fans have of Paynesville Area Schools.

### **CHURCH NIGHT**

Wednesday night is recognized as church night. Students will not be involved in any school activity after 5:45 PM, except for recognized scheduled MSHSL events, or if permission has been granted by the high school principal.

### **INCOMPLETES POLICY**

Incompletes will change to an "F" 10 days after the end of a quarter. Incomplete Contracts may be used if the instructor agrees that the circumstances warrant a possible extension of the 10 day policy. The student may contact the instructor to initiate a contract for an extension of the 10 days if needed. An instructor may also initiate the contract on occasion. "Contracts for Making up Incompletes" are available at the office.

### **NOON HOUR**

Paynesville has a closed noon hour. Students are not permitted to leave the building during their noon hour to go home or up town for lunch. Students are to remain in the cafeteria or gym; however, students are not permitted to be in the corridor during noon hour.

Lunch can either be purchased from our State approved Food Service or you may bring your own. All other catering is not allowed unless specifically authorized by the Board of Education.

We expect students to be courteous, respectful and follow gym rules. Conduct that is contrary to the above will be dealt with by the following:

1st offense - Minimum three days of lunch detention.

2nd offense - Minimum one week of lunch detention.

3rd offense - Gym privileges revoked until end of the quarter (minimum of 3 weeks).

### **USE OF MOTOR VEHICLES**

**Students driving automobiles to school are to park their vehicle and leave it parked** for the remainder of the day. Students are not permitted to use their vehicles during the school day unless permission has been received from the office or principal. Students involved in the Land Trans program are not allowed to drive down to our Land Trans building.

Students must have a parking sticker on their vehicle to be parked in the school lot. They will be given one warning and then they risk their vehicle being towed at their own expense. Students' vehicles can be searched at any time. Student will be notified with in 24 hours.

### **PARKING REGULATIONS**

Student parking of cars and trucks must take place on the north tarred parking lot. There will be no parking on any gravel or grass areas. The privilege of driving motor vehicles on school property will be denied if it becomes detrimental to the health, safety, or welfare of the school/community. Specifically, behavior which will not be allowed, includes speeding or reckless driving, storage of illegal substances, apparatus or weapons, or parking in unauthorized locations on school property.

### **SNOWMOBILES & PARKING**

Snowmobiles are to park to the east of the Middle School parking lot. They are not to be parked or drive in front of the High School. They must be registered in the office. Any abuse of the privilege or improper driving will revoke permission to have it here.

**VEHICLE REGISTRATION**

All vehicles must be registered if you park on school property from 8 AM - 4 PM. Cars may be towed at the expense of the student or students may be disciplined or fined for parking without registering properly. All vehicles must display proper registration.

**DRIVING TO THE VOCATIONAL BUILDING**

Students wishing to drive their motor vehicles to the vocational building must receive prior approval and permission from the vocational building instructor or the high school principal. Cars to be worked on should be left at the vocational building upon arrival at school in the morning. They may not be driven down during school hours.

**LEAVING THE SCHOOL PREMISES**

Students are not permitted to leave the school premises without receiving permission from the principal or his designee if he is absent and signing out when they leave the school building. Students leaving school without permission and not signing out will be considered truant or unexcused and be subject to disciplinary action.

**PASS RULES/SIGN OUT RULES**

Students who desire to leave study halls must sign up in advance for the area that they wish to go to. This means that the teacher grants permission in advance only if he or she will be there too. Students will not be allowed to leave the study hall to get a pass.

**SEARCHES**

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds in middle and high schools. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

**LOCK DOWNS**

There may be a variety of reasons to enact a lock down. An authorized person will start a lock down by saying, "This is a lock down". If that is heard you should follow your teacher's directions. If you are in the lunchroom you report to rooms: Choir Rm, Ag Rm, Ind Tech Rm. If you are in the bathrooms you stay there until an escort finds you.

**FIRE DRILLS**

Fire and other emergency drills will be held periodically during the school year for your safety. Students are to evacuate the building immediately in a safe and orderly manner using the prescribed evacuation route. Your teachers will go over the evacuation routes with you during the first week of school in September. Remember that fire and emergency drills are mandated by law for your SAFETY only. Anyone caught or participating in endangering your safety by setting off a false fire or emergency drill will be suspended from school and turned over to the proper legal authority for corrective action.

**DRESS CODE - STUDENT ATTIRE & APPEARANCE**

Students are to dress in an appropriate and respectable manner on all school days. Learning to dress properly for the occasion is part of the responsibility of our total educational process. The school rules regarding dress have the following in mind:

1. Health - Cleanliness of body and dress.
2. Safety - Grooming and dress that expose students to accidents must be avoided.
3. Disruption of Learning - Grooming and dress style that creates a disruption to the learning process should be avoided.

\*With the above in mind the following will be enforced:

1. During the school day nothing should be worn on the head in the buildings. Staff will have the ability to approve headdress where the situation calls for it (i.e., labs, kitchen, etc.). Students must deposit head covering in lockers upon arrival to school.

2. Lewd, suggestive, profane, or other printing on garments or the person will be considered as a disruption of the educational process and won't be allowed.
3. Student attire and or personal grooming which creates a danger to health or safety; creates a disruption of the educational process or violates common standards of decency; any apparel, jewelry, accessories, or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute (as a primary purpose) denotes membership in an organized gang as defined by MN Statues 260.125 will not be allowed.
4. Graffiti on a person, their clothing, books, notebook, or other personal items which denotes affiliation with an organized gang will not be allowed.
5. Making any kind of hand signs which denotes affiliation with an organized gang is unacceptable and will not be allowed.
6. No ads for illegal substances may be worn or displayed in our school.
7. In addition to the above, so called tube tops and strapless tops are not allowed. Bare midriff, when excessive, will not be allowed in school. A general rule of thumb is shorts, skorts, & skirts is they must reach the 1<sup>st</sup> knuckle of a student's pointer finger. Final determination will be made by the Principal in all dress questions. What may be appropriate in some settings is not necessarily appropriate in school.

Faculty members directing extra-curricular activities have the right and authority to decide how students should be dressed when representing the school. Students whose dress, grooming, or appearance does not conform to the above standards will be referred to the principal to correct the matter if necessary. Disciplinary Action as outlined in Item III. A. of the Discipline Policy may be invoked for dress code violations.

#### **MUSIC DEVICES**

Music devices such as I-pods are viewed as nuisance items and can cause disruption to the learning environment. High School students are not to use them during the instructional times of the day. This includes study hall time. These devices should be kept in a students' locked locker or left at home. The school is not responsible for lost or stolen items. A teacher may make exceptions to this at their discretion. If a student chooses to abuse this guideline the I-pod will be taken until the end of the day by the teacher and then returned. If a second violation occurs the I-pod can be turned into the office and a parent will need to pick it up from the administration. Middle School students are not to have these devices at any time during the day unless a teacher has made an exception.

#### **PLAYING OF CARDS AND DICE**

The playing of cards or dice in school or on the school premises is prohibited.

#### **MINNESOTA STATE HIGH SCHOOL LEAGUE PARTICIPATION**

Participants in Minnesota State High School League activities, such as athletics, debate, speech, drama and music, are subject to the rules promulgated by the League; and are advised to discuss the eligibility rules and regulations at the beginning of the school year to prevent any misunderstanding or not knowing the regulations. It is the student's responsibility to KNOW and ABIDE by the Minnesota State High School League rules and regulations if you wish to participate in League sponsored event.

#### **EXTRA-CURRICULAR MSHSL ACTIVITIES**

Athletics (Boys & Girls)	National Honor Society	Team Up
*Band	Student Council	Jazz Band
Danceline	Cheerleading	Knowledge Bowl
Principal's Advisory	Drama	Speech
FFA	*Choir	Royalty
*Pep Band	Principal Advisory	

{ Intra-Curricular=Only when a grade is involved...otherwise it is Extra-Curricular}

#### **EXTRA-CURRICULAR ELIGIBILITY**

##### **I. The following applies to all extra-curricular activities:**

- a. The student must be eligible according to Minnesota State High School League (MSHSL) Standard's as published yearly.
- b. MSHSL rules and penalties will be in effect for the entire calendar year

- (including summer).
- c. MSHSL rule violations and penalties will be administered accumulatively from grades 7-12.
  - d. In addition to serving the penalty when a MSHSL rule violation occurs, the student will be removed from any leadership positions to which that student has been elected or appointed. Election or appointment to future leadership positions must be approved by the adult leaders of the particular activity.
  - e. If a student becomes ineligible due to a MSHSL violation, the student may go out for a sport if the season has already begun; however, that student will be ineligible to play in contests that whole season. The penalty will be served at the start of the next subsequent season. The intent is to prevent a student from going out for a sport simply to serve a penalty for the purpose of gaining immediate eligibility for a later sport.
  - f. For all violations concerning an athlete the MSHSL Athletic penalties will be administered as prescribed by the Athletic Eligibility Information as written by the MSHSL. A copy is available through the office or the activities director.
  - g. In addition all extra-curricular activities including athletics will use the Category II Penalties when a violation occurs. A summary of those penalties is found later in this policy. With the exception of athletics, all the Extra-Curricular Activities listed above are Category II activities.
  - h. Field Trips are not considered activities for the purposes of this policy.

**II. Academic standards for participation in extra-curricular activities:**

- a. A students' academic work is the most important aspect of his or her education. Students who do not maintain the minimum scholastic standards identified below, will be notified by the activities director or his/her designee that they have lost eligibility for a prescribed period of time.
- b. When a HS student fails a class, ineligibility will exist at minimum 3 1/2 weeks from the notice of ineligibility. MS students' ineligibility will exist at least 2 weeks. The student will regain eligibility providing he or she does not receive a mid-term deficiency notice which indicates that failure is imminent.
- c. Ineligibility begins on the 8th calendar day after the last day of the previous quarter.
- d. In regard to a student who fails a class in the previous quarter, even if it is the fourth quarter of the year, the following applies. If any mid-term deficiency notice is sent for any class indicating imminent failure, the student will remain ineligible until the end of the quarter. If the student at the end of the quarter passes all classes, he or she will again become eligible to participate in extra-curricular activities.
- e. In the case of an incomplete, students are reminded that an incomplete will turn to an "F" unless it is taken care of by the student within the guidelines of the teacher and time lines of the school.
- f. All extra-curricular student activities sponsored by the Paynesville Area School are included in this policy and the policy applies to students in grades 7-12.
- g. Students who become ineligible to participate in extra-curricular activities because of the academic standards policy may attend and participate in practices, but will not be able to participate in competition unless it is a part of a class that is intra-curricular involving a grade.
- h. Students who do not meet the minimum requirements for the fourth quarter of the school year are ineligible in the following quarter. See "Athlete-Parent Handbook" regarding eligibility.

**Penalties for all Extra-Curricular and Category II Activities**

The following procedures shall be followed for students found to be in violation of non-academic MSHSL Rules. These penalties will not apply to Intra-Curricular activities involving a grade.

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•First Violation -The student shall be eligible to participate in extra-curricular activities when he/she can show evidence in writing that he/she has received counseling and completes a 3 week school sponsored prevention program through our school chemical counselor or other accredited program.

•Second Violation -The student shall be eligible to participate in extra-curricular activities when he/she can show evidence in writing that he/she has completed a 6 week program either at school or through a school approved prevention program.

•Third Violation -The student shall be eligible to participate in extra-curricular activities when he/she can show evidence in writing that he/she has completed a professional evaluation at an appropriate agency or center approved by the school, the school will not pay for it. If such an evaluation is unavailable other actions as deemed necessary by the principal may be taken.

#### **Appeal Process for Academic Ineligibility**

The student has the right to appeal an ineligibility to a hearing board comprised of the principal, activities director, a teacher, and a school board member or designee. The hearing board, following a review of the pertinent facts, will make a decision to either uphold or overturn the initial ruling of ineligibility. Students are urged to have a parent or guardian accompany them at the hearing.

A written appeals request, must be received by the principal, within 10 days of notification of academic ineligibility. The hearing board will convene within 5 working days after receiving the written appeal. \*Readopted/Amended: August-2005

#### **EXTRA-CURRICULAR PARTICIPATION/ATTENDANCE POLICY**

The policy for participation in extra-curricular activities is that a student must be in attendance for 3 whole and consecutive periods prior to leaving for an extra-curricular activity. For example, if the event is in the evening, the student must be here all of periods 5,6,7. If the event starts at 2 PM and the leaving time is 1:30 PM (into period 6) the student must be here all of periods 3,4,5. However, a student may participate in the evening even though he or she is absent in the afternoon of an event or practice if a required absence has prior approval from the building principal. Prior approval means approval must be gained before the absence starts. Sickness will never be given prior approval. This is intended for items such as funerals, unmovable appointments, etc. Additionally, a student must practice with a team for two weeks before being eligible to participate in contests.

Eligibility for participation may be limited by academic standing, disciplinary matters, and enrollment status. Any questions dealing with eligibility for participation in any aspect of the educational program should be referred to the principal.

#### **ACCIDENTS**

All accidents, no matter how minor, should be reported to the teacher in charge or the high school principal. Serious accidents should be brought to the immediate attention of the principal.

#### **ATHLETIC ACTIVITY PASS/ATHLETIC FEES/NON-ATHLETIC ACTIVITY FEES**

6th through 12th Grade \$40.00 Per Year - Athletic Activity Pass. This Athletic Activity Pass may be used for admission to all regularly scheduled sporting activities throughout the year.

Any student not having an Athletic Activity Pass must pay \$4.00 admission for each event attended. The same plan will be used as before, where as a student's Athletic Activity Pass will be collected and punched as a result of misbehavior. On the second occasion, the Athletic Activity Pass will not be returned.

An activity fee will be charged all students taking part in High School and Middle School level activities. There will be a maximum per family fee and it will be posted with other

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fees prior to school registration. Hockey 9-12 participation is not covered under family maximum.

All participants must pay their fee prior to trying out for any sport or activity.

\*Fee not determined at the time of this printing

Non-Athletic Activities that require a fee include: One Act Play, Pops Choir, Jazz Band, Speech, and Two/Three Act Plays. These fees have not been determined at the time of this printing.

#### **EXTRA-CURRICULAR BUS**

A student must ride in a school vehicle both to and from an event in order to be eligible to participate in that event. This policy is for athletes, band members, cheerleaders, managers, statisticians, etc. The only exceptions occur as follows:

1. If the parents themselves intend to drive and the situation has prior approval through the principal, or his designee.
2. At the site of the contest or game, the student may be excused by the supervisor in charge, only if the parent (in person) releases the responsibility from the school and takes the student with him or her.
3. In certain circumstances students may be transported in other ways if the parents have obtained permission from the proper school authority in advance. This request should preferably be done in writing. Our policy is intended to maintain a high degree of safety for students and yet be flexible for special needs.

#### **BUS DROP OFF POLICY**

The bussing policy in regard to dropping students off at a site other than the Paynesville Area Schools when coming home from a school activity is as follows:

To gain permission a written note with a signature by the parent or guardian must be presented to the coach, chaperon, or group leader. The drop off will only be made if it is near the home and in a safe and secure area. Drop offs will not be made at a crossroad or an intersection. In case of any danger, such as a snowstorm, the student's safety will not be jeopardized.

#### **CELL PHONES**

Cell phones should only be used by High School students during non-instructional times on school grounds. The acceptable times to use a cell phone on school grounds would be during the lunch hour, passing time, or before and after school. Students with a pass may use the land-line phone during the school day in a case of immediate need where time may be an issue. Cell phones are a convenience but they can become disruptive to our learning environment when abused. It is the students' responsibility to respect the rights of others and use their cell phones during designated times. If a student chooses to abuse this tool the teacher at their discretion will take the phone for the day on the first offense. If a student continues to abuse this tool the phone will be taken and given back to the parent by the administration.

\*Middle School students are NOT allowed to have cell phones out during the school day. This includes lunch time, passing time and study hall times (EST).

#### **LOBBY TELEPHONE**

A telephone is provided for students to use in the lobby of the main corridor. A pay phone is available for long distance or credit card calls in the same area.

#### **CARE OF PROPERTY AND EQUIPMENT (Lost or Destroyed Materials)**

Our school district is providing the best possible facilities and equipment for your use while you are attending Paynesville Area Schools. The people are proud of the school and expect you to keep it in good condition. Any breakage or damage detracts from the appearance, costs money that could be spent for other purposes, and lowers our standing in the eyes of others.

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Textbooks, library books, physical education equipment, musical instruments, and other school property will be in your care. An appropriate replacement fee for any loss or damage will be charged to you and must be accounted for before you check out. Any damage that may occur accidentally should be reported to the instructor in charge or the principal's office.

#### **MEDIA CENTER**

The purpose of our Media Center is to participate effectively in the school program as it strives to meet the needs of pupils, teachers, parents and other community members.

The Media Center attempts to provide students with related classroom materials and services that are appropriate and meaningful in their growth and development as individuals. Students are encouraged to use the Media Center to their advantage through out the school day.

Students are urged to return their books, magazines, and all other materials to the Media Center when finished with them. Your prompt return of materials enables other students the opportunity to use the materials available in the Media Center.

#### **SCHOOL DANCE POLICY**

The following dance policy will be in effect for all dances at Paynesville Area Schools except where noted.

- 1. All dances must be sponsored by a school club or organization. The advisor will be the person who will make arrangements with the principal.
- 2. Students in grades 9-12 can attend High School dances.
- 3. Students in grades 7-8 can attend Middle School dances.
- 4. All enrolled students in grades 9,10,11,12 may invite dates outside of our school under the following conditions to a High School dance:
  - A. One member of the couple must be enrolled as a student in the Paynesville Area High School.
  - B. The name of the guest must be signed up in the Principal's office before 3:00 PM on Friday of the week of the dance, or when an advance ticket is purchased.
  - C. The guest and sponsor must enter the dance at the same time.
  - D. Guests that are not signed up in advance will not be admitted to the dance.
- 5. We reserve the right to ask any student or his or her date to leave the dance.
- 6. Tickets will be sold in advance of the dance or at the door for only one hour. (e.g., if the doors open at 8:00 PM, they are closed at 9:00 PM)
- 7. No one is admitted after the one hour ticket selling period.
- 8. Anyone leaving the building during the dance for any reason will not be allowed back in.
- 9. There will be no smoking permitted during the dance.
- 10. Students or guests, whose behavior is considered undesirable or rowdy, will be asked to leave the dance. If in the opinion of the supervisor, it can be determined that a student or guest has been using drugs or alcohol, their parents will be notified, and the student or guest will be referred to the police for appropriate action.
- 11. There may be one auxiliary policeman present at all dances.
- 12. All school dances will be over no later than 12:00 midnight, unless established by the principal for a different time or 10:30 on weeknights.

#### **PROM**

All juniors and seniors are invited to prom. A sophomore from our school may attend prom as a date of one of our juniors or seniors. No freshmen or younger will be allowed at the prom regardless of whether they are from another school or this one. There will be no guest admitted over the age 21 and all guests must follow PAHS school policies.

#### **STUDENT COUNCIL**

The purpose of the student council is to provide a forum for the expression of student opinion and to give a voice to determining school policy.

### **ADULT STUDENTS**

The same guidelines, policies, and regulations apply to all students regardless of age. This includes school and school related activities.

### **ROOFING**

From time to time items such as tennis balls accidentally get hit onto the high school roof. Custodians are the only people who should be on our roof. Delicate roofing membranes are damaged by walking on the wrong spots causing expensive leaks to occur. Under no circumstances should a student ever be on our roof.

### **POSTERS AND ADVERTISEMENT PROCEDURES**

All posters and advertisements posted on school property must have prior permission of the proper building principal. Posters will be reviewed as to the relevance with respect to school and approved or disapproved. The building principal will also establish the place or places where information may be posted. This policy is in effect for school and non-school groups. Generally, non school groups will not be allowed to put up posters or advertisements.

### **BUS SAFETY RULES**

School rules also apply on all buses and at all bus pickup zones. If a student receives multiple discipline notices for behavior on the bus, bus privileges will be suspended for a period of time. It will then become the parents' responsibility to transport their child to school. Administration will inform parents as to the length and reason for the suspension of bus privileges. If the temperature drops below 10° F and a student is not wearing a coat, they will not be allowed to ride.

#### Rules at the Bus Stop

1. Get to your bus stop 3 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs & belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off, move away from the bus.
7. 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.
8. NO fighting, harassment intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

### **WORK PERMITS**

Students may be excused from school for career and employment related activities for one hour or more per day as approved by the principal, provided that:

1. The student must be at least 16 years old and in grades 11 or 12.
2. Work related experience must be related to a vocational class offered and has been taken by the student or has previously taken at Paynesville Area Schools. The work experience must be an experience of real educational value as determined by the building principal.
3. Students in grade 11 may be excused one hour per day and students in grade 12 may be excused for up to two hours or less per day.
4. Student needs to be granted an approved work permit before he/she will be released from school.
5. Student must maintain satisfactory performance in his/her classes. Satisfactory performance will be based on the grades from the prior quarter. Student may not have a grade lower than a D.
6. A student will not be permitted to drop a class or leave a class early in order to obtain a work permit. All students are required to have six regular classes. One credit per quarter, regardless of the length in hours of the work permit, may be awarded to a student if they complete required course work and turn it into their advisor. Credit attainment must be approved, in advance, by the building principal.

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7. The release program may be revoked by the high school principal if:

- a) A student misses 13 or more days of school a semester. The building principal can revoke the work permit due to poor attendance at school.
- b) Violation of school rules occurs at school or work.
- c) Unacceptable behavior and conduct at school or at work is evident.
- d) The educational value and experience is not being accomplished.
- e) If a student earns a grade below a D for quarter grades during the previous quarter. Each quarter, program eligibility will be examined.
- f) For any other reasons deemed sufficient by the high school principal.

#### **FOOD OR DRINKS**

Food or drinks other than water will not be allowed in the classroom during the school day. There will be an exception for first hour. Healthy snacks or juices will be allowed to be finished as long as it is non-disruptive to the teacher and the teacher has authorized it within their classroom rules. Teachers may use their own discretion during special classroom events throughout the year.

#### **STUDENT INTERVIEWS**

School officials can interview a student at anytime during the school day in regards to school business such as attendance, academics, scheduling or discipline. When relevant, parents will be notified within 72 hours.

**EMPLOYMENT AND SERVICES CRIMINAL HISTORY  
BACKGROUND CHECKS**

**NOTICE TO PARENTS AND GUARDIANS**

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

**Disclosure and Release of Information Authorization**

I authorize \_\_\_\_\_ and **The McDowell Agency,**

**Inc.**, a consumer-reporting agency, to retrieve information from all personnel, education institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the federal, state, or county level, relating to my past activities; and I authorize these entities to supply any and all information concerning my background. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving records, and criminal history records. I understand some or all of this information may be transmitted electronically and authorize such transmission. I understand a Consumer Report or Investigative Consumer Report (“Consumer Report”) may be prepared summarizing this information. If my prior employers and/or references are contacted, the report may include information

obtained through personal interviews regarding my character, general reputation, personal characteristics, and mode of living. I may request a copy of any report that is prepared regarding me and may also request the nature and substance of all information

about me contained in the files of the consumer-reporting agency. I understand I have the right to inspect those files with reasonable notice during regular business hours and I may be accompanied by one other person. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required, and I should direct my request to: **The McDowell Agency, Inc., 1714 University Avenue West, St. Paul, MN 55104. Phone 1-877-644-3880/651-644-3880.**

Continued...

**If currently employed: My current employer may be contacted.**

YES  NO  N/A  Post Hire Only  Applicant's Initials

**Is employment/prospective employment in California?**  YES  NO

**If you are applying for employment in the State of California,** please note that a new *Disclosure and Release of Information Authorization* is required for any subsequent Consumer Report/Investigative Consumer Report.

**Are you applying for employment in California, Minnesota, or Oklahoma?**

YES  NO

If so, would you like a copy of any Consumer Report prepared on you?

YES  NO

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made. *I am willing that a photocopy of this authorization be accepted with the same authority as the original; and if that employed by the above-named company (except if employed in the State of California), this authorization will remain in effect throughout such employment.*

\_\_\_\_\_  
Signature Social Security Number Date

*NOTE: The following information is provided voluntarily and IS NOT considered as part of your application. It is used only for identification purposes in verifying information on your Employment Application.*

***PLEASE PRINT CLEARLY.***

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Driver's License Number State of License Expires On Date of Birth

\_\_\_\_\_  
List any other CITIES AND STATES in which you have lived during the previous 7 years.

\_\_\_\_\_  
List any other LAST NAMES you have used during the previous 7 years.

\_\_\_\_\_  
List any other LAST NAMES under which you received your GED, high school diploma, or other degrees.