

**2017-2018**



**NORMAN COUNTY EAST**

**HIGH SCHOOL**

**STUDENT/PARENT HANDBOOK**

This Handbook and its contents were approved by the School Board at its regular meeting on July 10, 2017.

## **MISSION OF NORMAN COUNTY EAST SCHOOLS**

We will provide a safe positive learning environment that provides outstanding academic and social development for each student.

### **NORMAN COUNTY GOAL STATEMENT:**

Each year for the next three years in the subject area of reading, we will increase the proportion of students in each grade who score at or above proficiency, and decrease the proportion who score below proficiency on district assessments.

The staff and administration welcome you to school for the 2017-2018 year. Each year brings new students, teachers, courses, materials, and equipment together for the purpose of providing the best education possible for students. The beginning of each year is always exciting. We provide this handbook and encourage all students and parent(s) / guardian(s) to read and understand this manual concerning general information about the Norman County East Schools. Each student should set a personal goal of participating fully and achieving the most educationally as that is possible for the coming year. The faculty and staff are here to help and challenge each student to expand their abilities. Our commitment is to provide each student with challenging educational experiences. However, what this school year holds for you, will largely be determined by you. Attendance, loyalty, reliability, consideration for others, concern for your school, community, and fellow students provide opportunities for challenging yourself to become the best person that you can academically and socially.

**Best wishes for the coming year.**

**NORMAN COUNTY EAST SCHOOL DISTRICT # 2215**

**BOARD OF EDUCATION**

Ross Opsahl, Chairperson  
Nathan Sather  
Mike Nelson

Tracy Stene  
Kathy Stene  
Jason Douville

**ADMINISTRATION**

Rob Nudell  
Cassandra Hoseth  
Dustin Flaten  
Brad Dunham

Superintendent  
High School Principal  
Elementary Dean  
Activities Director

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**HIGH SCHOOL STAFF**

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Hanson, Heather  
Hanson, Nick  
Halvorson, Mara  
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Opsahl, Rhonda  
Plattner, Sue  
Sather, Bridget  
Schow, Kain  
Schulter, Jana  
Skaurud, Jackie  
Viste, Dan  
Ward, Gary

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**CLASS ADVISORS**

- 12<sup>th</sup> ---- Rhoda Habedank and Mara Halvorson
- 11<sup>th</sup> ---- Kaylie Bekkerus, Mike Boman, Nick Hanson
- 10<sup>th</sup> ---- Kara Eken and Derrick Finneseth
- 9<sup>th</sup> ---- Diane Anderson, Todd Clow, Gary Ward
- 8<sup>th</sup> ---- Jackie Skaurud, Julie Sather, Carrie Jirava
- 7<sup>th</sup> ----Jodi Douville, Heather Hanson, Kain Schow

**ORGANIZATION ADVISORS**

Annual Staff	Kaylie Bekkerus and Bridget Sather
Student Council	Bridget Sather
FCCLA	Mara Halvorson
Knowledge Bowl	Heather Hanson and Nick Hanson
National Honor Society	Rhoda Habedank and Heather Hanson
Speech	
One-Act Play	

**OFFICE STAFF**

Terri Sirjord	Book Keeper	584-5151 ex. 103
LaVon Olson	Building Secretary	584-5151 ex. 101
Kathy Varty	High School Office Secretary	584-5151 ex. 126

**CUSTODIANS** ex. 144  
Joel Pearson  
Marie Landreth

**TRANSPORTATION**  
Lou Arends  
Dean Bentley  
Terry Gullingsrud  
Norman Gullingsrud  
Mike Vigum

**CAFETERIA STAFF** ex. 153

Renee Olson

### DAILY SCHOOL SCHEDULE

1st	8:20 -9:06		
Reading	9:09 – 9:29	Band	12:29-1:01, SH 1:02-1:33
2 <sup>nd</sup>	9:32 – 10:18	Choir	SH 12:47-1:01, 1:02-1:33
3 <sup>rd</sup>	10:21 – 11:07	5 <sup>th</sup>	12:47 – 1:33
4 <sup>th</sup>	11:10 – 11:56	6 <sup>th</sup>	1:36 – 2:22
Lunch	11:59 – 12:44	7 <sup>th</sup>	2:25 – 3:10

### GENERAL INFORMATION

**For a complete explanation of District policies, a copy of the District Policy Manual can be obtained from the Superintendent’s office.**

**This Handbook may be changed or amended during the school year. Changes will be posted in the high school office, on the student bulletin boards and announced in the student announcements and during an Advisor-Advisee meeting. If you have any questions about a provision in the handbook, contact the principal.**

**Requirement of Student and Parent acknowledgement of understanding**- State Law requires students to understand the expectations of the district’s student handbook policies and disciplinary consequences for missing the district’s behavior standard. To assure that each student has reviewed and understands what is in the student handbook, Norman County East High School requires both the student and parent to review the handbook and return the acknowledgement of understanding attached to the end of the hand book to the high school office.

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## **ALTERNATIVE LEARNING PROGRAM/ALTERNATIVE LEARNING CENTER COURSES**

Students fully enrolled at NCE may be referred, at their request, during grades 9-12 to an ALP/ALC to make up credits lost due to course failures. These ALP/ALC courses will be taken outside the regular school day. Transportation will be the responsibility of the student.

Other students may be referred to an ALP/ALC, at their request, for part time or full time programs if they meet any of the required criteria: 1) at least 2 grade levels below performance on a local achievement test, 2) at least 1 year behind in satisfactorily completing coursework, 3) are pregnant or a parent, 4) have been assessed as chemically dependent, 5) have been physically or sexually abused, 6) have a diagnosed mental health disorder, 7) have been homeless within the past 6 months, 8) have been excluded or expelled. In these cases, the student is responsible for their own transportation.

## **ATHLETIC/ACADEMIC / ARTS ELIGIBILITY POLICY and GUIDELINES**

### **EXTRA and CO-CURRICULAR ACTIVITIES:**

Students participating in any extracurricular activities must follow the rules of the Minnesota State High School League and Norman County East/Ulen-Hitterdal High Schools. Every student attending school at Norman County East/Ulen-Hitterdal High Schools will complete a Minnesota State High School League permission form. Academic standing, disciplinary matters or enrollment status may limit eligibility for participation.

Any student reported to the office due to unacceptable behavior may be excluded from an extra or co-curricular activity or event. Extracurricular activities include all extra and co-curricular activities like sports, FFA, FCCLA, One Act Play, class officer, choir, band, musicals, student council, Knowledge Bowl, etc.

Ineligible students may practice and will accompany the team or group to games or contest and sit with the team bench area during games unless an early dismissal or missing the regular school day is required, then the Ineligible student will stay in school and not leave.

Students who are academically ineligible or display behaviors considered unbecoming as determined by administration at the time of a school sponsored contest, convention, or trip, considered outside of the curriculum may not be allowed to attend.

### **SPORTS PER SEASON PARTICIPATION LIMIT:**

Students will be able to participate in more than one MSHSL sponsored athletic activities in the same season (fall, winter, spring). Student will declare a primary and secondary sport, with the primary sport taking priority over the secondary when a conflict or dual events occur.

### **EXTRACURRICULAR ATTENDANCE ELIGIBILITY:**

A student must be in school the day of an event by 11:00a.m. in order to participate in an extracurricular event, unless an advanced makeup slip is acquired. (The administration has the authority to make exceptions in extreme cases). It is the student's responsibility to inform his/her coach or advisor if he/she have not met the attendance requirements for that day. Students who are suspended or serving ISS will not be allowed to participate in extracurricular activities the day(s) of the suspension or ISS. This includes weekends if the punishment carries over to the next week. In addition, students must be to school on time the morning after a MSHSL sponsored athletic activity or they will not be allowed to participate in the next MSHSL athletic event in that activity, unless an advanced makeup slip has been acquired or absences excused in advance by the administration. Emergency situations will be dealt with on an individual basis by the administration.

### ACADEMIC ELIGIBILITY POLICY:

Eligibility for all extracurricular and co-curricular activities will be based on failing grades issued by teachers every two weeks. The teacher, every two weeks, will submit the grades of any students failing their courses at that time. (Half way between the beginning of the quarter and midterms, midterm, halfway between midterm and the end of the quarter, and the end of the quarter) Should a teacher issue a failing grade for any class after two weeks, the student will be subject to a seven calendar days warning or grace period. During this time, the student remains eligible, but must raise the grade to passing status by 3:45 p.m. of the 7th calendar day.

Should the student's failing grade remain at the end of the warning period or grace period, the student is declared immediately to be ineligible for 7 calendar days. Should the teacher declare the grade to be passing at the end of the 7th ineligible day, the student will resume eligibility. Should the grade remain failing, the student shall remain ineligible until such time as the teacher verifies that the grade has become passing.

In a timely manner the principal, teachers, athletic director and advisor shall inform all students receiving a failing grade(s) for the reporting period. As soon as is reasonably possible, the activities director and/or staff shall discuss with the student the failing grade and potential ineligibility. It is the student's responsibility to inform their parents of their failing grade and ineligibility. It is the student's responsibility to raise their grade(s) from failing status to passing status. If the grade becomes a passing grade, the teacher shall sign a form, which the student shall present to the athletic director and coach verifying that the grade has been cleared, now making them eligible.

Students who receive a failing grade at the end of any academic quarter will be declared ineligible as soon as is reasonably possible following the end of the quarter. The ineligible period will be fourteen calendar days or two events whichever is greatest. This carry over includes carry over from the end of the school year to the start of the next school year.

### NORMAN COUNTY EAST/ULEN HITTERDAL PUBLIC SCHOOLS PLAYING TIME PHILOSOPHY:

Elementary – Equal playing time for all participants. Jr. High – Playing time will be shared by all participants, but not on an equal time basis. The coach will insure that each athlete will play in every game or match, barring any unusual circumstances such as penalties for missing practices or breaking team rules. Football may be an exception to this rule because a major concern is the safety of the athletes. If an athlete's physical stature could put him/her at risk of an injury, the coach could limit his/her playing time. C-Team, 9th Grade, Jr. Varsity – All kids will get the opportunity to participate. The coach will make every opportunity to get all of the kids playing time. Some kids will play more than others. Varsity – Play to win. Majority of the playing time will be limited to a few. There may be kids that will not get in the game.

### COMMUNICATION GUIDELINES:

Our coaches/advisors are hired by the school district because we believe they are people of integrity and have an understanding of how to run activities and programs at our school. They make judgment decisions based on what they believe to be best for their programs and all the students involved. These decisions are based on what they see every day in practice, as well as in games or competition.

If there is a concern or question, this is the procedure you should follow:

1. Student meets with coach/advisor. If this does not resolve the situation then go on to step 2.
2. Parent contacts the coach/advisor and a meeting is scheduled with the student and parent(s). If this does not resolve the situation go on to step 3.

3. Parent contacts the activities director and a meeting is scheduled with the student, parent(s), coach/advisor and activities director. If this does not resolve the situation go on to step 4.
4. Parent contacts the principal and a meeting is scheduled with the student, parent(s), coach/advisor, activities director, and principal.

Note: Parents, please do not contact a coach or advisor right after a game or contest if you have a concern or question. Depending upon the circumstances, discuss the situation with your son or daughter and if necessary have them talk to the coach/advisor before or after practice the following day. Communication can be [a](#) wonderful tool to resolve or clarify an issue or concern as long as we are respectful, courteous, and willing to work together in the best interest of our students, activities, and programs.

## **ATTENDANCE**

### **STATE REQUIREMENTS**

State compulsory attendance law requires regular school attendance by all persons under the age of seventeen. Students, as well as parents and guardians, are held accountable for regular school attendance and are subject to appropriate legal consequences when the law is violated. Violation of the compulsory attendance law is labeled “truancy” by the state of Minnesota. Three unexcused absences in one or more class periods constitute continuing truancy; seven absences from one or more class periods constitute habitual truancy and will be prosecuted. Students who are truant from school are required, under law, to be reported to the courts by school officials to be handled in the judicial system. Students will be referred to the Norman County Social Services. Students who are absent 15 consecutive days will be dropped from enrollment and are considered high school dropouts according to state attendance reporting requirements.

### **ATTENDANCE POLICY (see District Policy #503)**

The school board recognizes regular attendance as important to the continuity in the education process of each student. Classroom learning experiences are a meaningful and essential part of any educational system. Time missed from classes hinders the benefit from the interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. Norman County East High School considers consistent and timely attendance a major responsibility. Good attendance should be a top priority of our students and is the responsibility of the students and their parent(s)/guardian(s).

If absent from school, parents must call the office by 9 a.m. or the school will call them or their emergency contact number. If no phone contact can be made, Social Services or police may be contacted to further investigate the child’s absence; a written note signed by a parent/guardian must be received within 24 hours if phone contact was not made for absence to be excused and work eligible for credit. The note must be dated and state the reason for the absence. Absences not reported by parents/guardians will be recorded as unexcused. For illness, a doctor’s note will be required on the 3rd consecutive absence. The doctor’s note must be provided within 24 hours after returning to school. The school has the right to verify absences. The school reserves the right to refuse excusing an absence when requests become excessive. Once a student and parent/guardian have been given notification, all future absences will be considered unexcused unless arrangements have been made with the school.

**EXCUSED ABSENCES** Examples: illness, professional appointments (medical, dental, eye), family emergencies, physical disaster, court appearances, work at the family business, vacation with family approval,

religious instruction up to 3 hrs/wk, and suspensions. If you are concerned whether or not an absence will be excused, call the High School office in advance to inquire.

**UNEXCUSED ABSENCES Examples:** truancy, work for an employer, shopping trips, unexcused /personal trips to school/colleges, hair appointments, tanning booth, sleeping in, auction sales, concerts. These absences will be considered skipping school and be treated according to the discipline policy and/or truancy laws. This may result in **zero** credit for the class time missed.

### **MINIMUM ATTENDANCE POLICY**

A school record indicating a great number of absences may disqualify a student as a candidate for numerous job opportunities in future years. Care should be given to maintain a good attendance record.

Students are expected to attend 171.5 days per school year. Good attendance helps the student progress in the learning process. Once the student has missed school for a cumulative of 10 absences, additional absences will need to be verified by a doctor's note within 24 hours of the absence. School related activities are not considered absences and will not count toward overall attendance. Care should be taken so students are not taken out of school for personal planned events that would put the student over 10 cumulative absences. The school reserves the right to determine if work missed during absence receives credit and to require the student to make up for excess time missed. Please contact the high school office for any questions regarding excused absences.

If a student loses credit for work due to unexcused absences, the student will have the right to appeal the loss of credit and request that credit be reinstated. This appeal shall be made to an appeals committee consisting of four teachers and the principal. The request for an appeal must be made in writing at least 7 days before the end of the closest grading period or within 3 days following a grading period if missed work is within 7 days of the end of a grading period.

### **TARDIES**

Students who are tardy to a class by more than fifteen (15) minutes or who are not present for at least 30 minutes will have it recorded as an absence from that class. Three unexcused (3) tardies of any amount of time will count as one (1) unexcused absence from that class in regards to this policy.

### **TARDY PROCEDURE**

**Students tardy to 1<sup>st</sup> period class must report to the high school office for an admittance slip to class; the office will determine if the tardy is excused or not. If a student does not report to the office when tardy the first hour, he/she will automatically be marked with an unexcused absence.** Teachers will determine excused/unexcused tardies to 2<sup>nd</sup> through 7<sup>th</sup> period classes. Each teacher will inform students as to the minimum number of allowable tardies and the consequences for exceeding that number.

### **TRUANCY**

#### **Truancy Definitions:**

**Continuing truant.** [260A.02 Subd. 3.]

"Continuing truant" means a child who is subject to the compulsory instruction requirements of section [120A.22](#) and is absent from instruction in a school, as defined in section [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.

Nothing in this section shall prevent a school district or charter school from notifying a truant child's parent or legal guardian of the child's truancy or otherwise addressing a child's attendance problems prior to the child becoming a continuing truant.

**Habitual truant. [MS 260C.007 subd. 19]**

"Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section [120A.22, subdivision 8](#)

**Educational Neglect [M.S. 626.556, subd. 2 (f) 4]**

Education neglect is defined as the person responsible for a child's care has not ensured that a child is enrolled in school; and that a child's absence from school is presumed to be due to the parents', guardian's, or custodian's failure to comply with compulsory instruction laws. Norman County Social Services will screen in and provide child protection responses to reports of educational neglect if the following criteria is met.

- A child is under 12 years old, and
- The school has made appropriate efforts to resolve a child's attendance problems.

**PROCEDURE IN DEALING WITH SCHOOL ATTENDANCE ISSUES:**

**THREE unexcused ABSENCES:**

After three unexcused absences, the student is considered a continuing truant, and a truancy letter will be sent to the parent at this point. If the school deems necessary or at parent's request, a meeting with the student and parents will be scheduled to address truancy concerns and to educate parents and student.

**SEVEN unexcused ABSENCES:**

After seven unexcused absences, the child and parents will receive a written notice to attend a mandated meeting with a representative from the school and social services, and where applicable: Indian Child Welfare and probation. The purpose of this meeting will be to gain knowledge of truancy laws including possible dispositions in truancy cases, as well as understanding the effects of truancy on student's future. At this meeting the team will work to identify and address any issues that are preventing the child from attending school and being a successful student. The meeting will provide information on possible services available to the family and child, information from the county attorney, and the family will sign a contract to work towards resolving the child's truant behavior. If child is seventeen or over, the contract will include a statement indicating the parent is supportive of the child remaining in school. A written plan will be developed with copies provided to all appropriate persons, including social services.

**AFTER THE SEVEN DAY MEETING:**

If the child continues to accumulate unexcused absences after the 7 day meeting, a report shall be made to social services immediately. A written report shall be sent within 72 hours (excluding

weekends and holidays) to social services. A truancy petition may be requested. The school reports will contain the following information:

- truancy referral form
- student/parent identifying information
- school concerns
- attendance report
- efforts made by the team to alleviate the problem
- copy of any written plans
- copy of letters sent to the child and/or parent

## **Behavior Expectations**

### **Respect, Respect, Responsibility**

- **Respect yourself (represent yourself in a positive socially acceptable manner.**
- **Respect others (they have a right to be here just as yourself)**
- **Be Responsible (accept responsibility for your choices)**

Keep your voices at a normal conversational tone, **especially in the cafeteria and other areas where the sound carries.**

Be respectful of others trying to work, including students and staff. **This includes not distracting them from their tasks. (Example- Kathy has work to do during noon.)**

**Respect others by being considerate of their needs. This includes not blocking the hallways when others are trying to pass.**

No students are to be in the school building before **7:40 a.m.** or after 3:15 p.m. unless you are involved in a faculty supervised activity or waiting for your bus.

Breakfast for grades 7-12 begins at 7:55 and closes at 8:10a.m.

Use care in closing your locker doors and keep lockers clean and neat.

Please walk in the hallways when not exercising.

Take pride in your school by keeping it clean. Please use the trash cans in the halls for waste and pick up any garbage dropped by others.

### **AFTER SCHOOL FACILITY USE**

Basketball shooting or other activities in the gym/weight room after school must be organized by the coach/advisor and must be supervised by a qualified adult.

### **DISPLAY OF AFFECTION**

Students are not to engage in affectionate behavior in school; these behaviors include but are not limited to holding hands, kissing, hugging, arms or hands on another's shoulders or hips, head on another's lap or legs.

## **HALL PASSES**

Student leaving a classroom during class time should be in possession of a pass from the classroom teacher. Failure to have the agenda/hall pass in your possession could result in disciplinary action. Any student leaving one class to do work for another must present a signed pass from the teacher requiring the work to the period teacher before leaving the room.

## **HOME & AWAY EVENTS BEHAVIOR**

Students are reminded that while attending both home and away school events, they represent Norman County East School District. All school rules and policies concerning behavior apply.

## **OFF-CAMPUS BEHAVIOR**

Students may be disciplined for off-campus conduct which disrupts, interferes or otherwise affects the environment, activities or operation of the school.

## **REMOVAL FROM CLASS**

If behavior is so disruptive that the student is removed from class, at least one detention period will be automatically assigned. If the violation is more excessive, more extreme consequences may be imposed. Removal from class may be up to 5 consecutive days at the Principal/teacher's request. If the Principal is called to a classroom because a student refuses to leave, the student may be suspended in or out of school for up to 3 days. If a student is removed from the classroom but fails to report to the office they will be suspended for 1 day.

## **SKIP DAY**

"Skip Day" will be regarded as an unexcused absence and will be dealt with accordingly. Senior students participation in any kind of "Skip Day" may result in discontinuing of senior privileges &/or withholding of the student's diploma until satisfactory make-up time is performed as required by the principal.

## **BUSES**

### **BUS CONDUCT**

Daily misconduct on the bus, foul language, screaming and throwing things around will not be tolerated. The bus driver will talk to you first if you are violating the rules. After repeated incidents the bus driver will notify your parents and report the problem to the Transportation Director for possible discipline action. The Bus Driver is considered to be the absolute authority on the bus and will be backed accordingly by the administration in all matters involving student control.

The following shall be the process used when students are disciplined for disruptive behavior on the bus.

1. Bus driver will correct those minor problems that arise out of rules violations.
2. Bus driver will report all serious violations to the Superintendent.
3. The Transportation Director will talk to the student and also notify their parents of the problem and the discipline action taken.
4. If the student still persists in his bad behavior the student will be suspended from use of the bus transportation.
3. Whenever the student is a danger to himself or others, he will be denied bus service immediately; the bus driver will contact the Administration immediately.

### **BUS PASSES**

Students wishing to ride a bus to a destination other than their home must notify the office by calling or providing a note signed by the parent/guardian.

## **BUS POLICY/TRIPS**

School rules and policies will apply to all trips, whether curricular or extra-curricular. All students in the event/organization must ride the bus to the event and back to school unless their parent picks them up at the event and signs their child out with the advisor/supervisor. **Any other circumstances regarding a student leaving with another parent should be prearranged with the supervisor, activities director, and/or administration.**

## **BUS SAFETY**

School transportation has been a major contributing factor in implementing the philosophy of equal educational opportunities for all school children. Our transportation safety education program includes all of the following:

- (1) Walking to the bus stop.
    - Leave home at the proper time, plan to be at the bus stop about 5 minutes before the bus is scheduled to arrive.
    - Wear bright clothes if there is rain, fog, snow, or poor light conditions. Reflective material sewn onto outer garments is a good additional safety precaution.
    - Walk on sidewalks whenever they are available. When no sidewalks are available, it is best to walk on the left side of the road, facing traffic, whenever possible and practical.
    - Be on the alert for traffic. Watch for turning cars and cars backing out of driveways.
    - Cross streets and roads at corners whenever possible but only after carefully checking for traffic. Use crosswalks whenever possible.
    - Obey all traffic lights and signs.
    - Be considerate of the property. Don't cut across lawns, through flowers and shrubs, etc.
  - (2) At the bus stop.
    - Wait quietly in a safe place. Do not play in roadway. Stand back from the road.
    - Give the bus driver room to stop.
  - (3) Boarding the bus.
    - Check traffic in both directions if you must cross the road.
    - Wait until the driver or school patron person signals students to cross. Check traffic again. Cross about 10 feet in front of the bus
    - Form a single line when boarding the bus.-Use the handrail.-Go directly to your seat.
  - (4) On the bus.
    - Remain seated, facing the front, until the bus reaches its destination and comes to a full stop.
    - Keep feet on floor.-Keep aisle clear.-Keep bus clean.
    - Keep head, arms, and hands inside the bus at all times.
    - Keep books, coats, and all other objects on your lap or under the seats.
    - Speak quietly, a single voice should not be heard above the general level of conversation.
    - Treat the school bus with proper respect. There should be no vandalism.
    - Obey the bus driver's directions promptly.-Never push, shove, or roughhouse.
    - Never throw objects around the bus or out the windows.
    - Never open the windows without the driver's permission.
  - (5) Leaving the bus.
    - Remain seated until the bus stops. Let those closest to the door go first.
    - Never push or shove. Use handrails and take steps one at a time.
- Move away from the bus so that the driver can see you and you can see the driver.



## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Personal electronic equipment that is not being used for educational purposes only and other items that become a nuisance are a distraction to the educational setting. Specifically, cell phones, and instant communication programs, etc. are to be turned off and in lockers during the academic day. Such items are a temptation leading to theft as well as threats and harassment. Students are expected to plan accordingly with family members so that messages are retrieved before or after school day.

Teachers may ask students to use these devices as part of the educational process and will have students retrieve devices at that time. The other acceptable usage times are during passing and lunch hour. Any other time, communication/electronic devices should remain off and in student lockers. Unauthorized cell phone possession or usage during class time is subject to discipline. Cell phones and other communication devices will need to be given to a faculty member immediately upon request. Failure to give the items to a faculty member will increase disciplinary response. Students bringing communication, or any other popular devices, on the bus or into school do so at their own risk.

The School District does not assume any responsibility for loss or damage to any of these devices. Photography devices are not allowed into locker rooms at any time and are subject to confiscation for doing so. Any attempt to disable a cell phone or other electronic device to prevent investigation is subject to disciplinary action.

## **CHAIN OF COMMAND FOR DISCUSSING CONCERNS**

### **PROCEDURE FOR STUDENT-TO-STUDENT HARASSMENT/DISAGREEMENTS**

- 1<sup>st</sup> Complaint – report to the classroom teacher, class advisor or group advisor
- 2<sup>nd</sup> Complaint – report to the School Counselor
- 3<sup>rd</sup> Complaint – report to the Principal; referred to law enforcement

### **PROCEDURE FOR STUDENT COMPLAINT ABOUT A TEACHER'S ACTIONS**

- 1<sup>st</sup> Complaint – meet with that teacher outside of regular class time
- 2<sup>nd</sup> Complaint – report to the Principal
- 3<sup>rd</sup> Complaint – report to the Human Rights Officer, **Mr. Nudell**

## **CHEATING**

Copying other students work is considered cheating. This will not be tolerated. No credit will be given if cheating occurs and further consequences may be imposed.

## **CLASS ASSIGNED DUTIES**

### **CLASS ADVISORS**

At least 1 advisor must be at any class meeting. All need to be at any class function or party. Any class activity must first be approved by advisors, then the Principal. The following are the pre-determined class activities:

**SENIORS:** Senior Banquet/Awards - plan & setup; Graduation  
select motto, flower & colors; ordering announcements and Graduation program.

**JUNIORS:** Jr.-Sr. Prom & Banquet (decorating, banquet & dance) and Magazine sales

**SOPHOMORES:** Homecoming dance (decorating & dance); securing adequate chaperones,  
music

**STUDENT COUNCIL:** Homecoming - button sales, coronation

## **COLLEGE REPRESENTATIVES AND VISITS**

Seniors **MUST** sign up by the designated dead line for College Rep. visits at NCE or you will **NOT** be allowed to attend. Seniors are allowed **two** excused absences from school for college or tech. school visits, however proof/documentation of visit maybe required.

## **CONCESSIONS AT EVENTS**

Football: yearbook  
Volleyball: FCCLA

Boys Basketball: Classes and Advisors  
Girls Basketball: Classes and Advisors

Supervisors oversee setup and cleanup.

## **COLLEGE CLASSES AND CREDITS**

### **COLLEGE IN THE HIGH SCHOOL (CHS)**

Norman County East offers classes for college credit on the high school campus. Students must meet the college requirements in order to take the class.

### **COLLEGE CLASS GRADING and CREDIT**

Students taking college classes in the high school will receive **five percentage points** above the grade on the college transcript for that class. There will not be any + or – grades for college classes. This will affect the high school grades only. The students' GPA will not be allowed to go above a 4.0. A 4 credit college class will be equal to 1 high school credit as recommended by the state of Minnesota. College classes worth less credits will be prorated, 3 college credits= .75 credit.

### **ON-LINE COLLEGE IN THE HIGH SCHOOL (OCHS)**

Norman County East offers online college class that can be taken for both college and high school credit. while attending school on the high school campus. Students must meet the college requirements in order to take the class.

### **PSEO-required notification**

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

*There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, [visit the Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\) webpage.](#)*

## **COMPUTER USE RULES**

Computers are the property of Norman County East School District; anything done on or through a school computer or network is open to inspection by staff/administration at any time, including e-mail. Computer usage agreement forms must be signed by student and parent before internet privileges are granted.

**\*\*Repeated accessing fire-walled sites or proxy sites will result in suspension of use privileges.**

**HONORS PASS USE:** students with Honors Passes may use computers for recreation (no unauthorized games, hotmail, etc.) provided computers are not needed by other students to do school work.

**STUDENTS FROM STUDY HALLS:** must have pass signed by the study hall supervisor stating the reason for using a computer. Study hall students are not allowed to use computers for personal use.

**STUDENTS FROM CLASSES:** students sent to the computer lab/media center from a class session must have their pass that states what class they are from and what assignment they are working on. They are only allowed to work on that assignment and must leave when finished.

**STUDENTS:** - remain at one computer only

-only one student at a computer at a time

-are not allowed to print anything for personal use; only school work/assignments.

-are not allowed to access Internet without parent permission signature on record.

-email use is intended for school correspondence only.

## **COMPUTER USE: PERSONAL LAPTOP USE POLICY**

Student owned laptop computers may be used in the school building for school related purposes only. Wireless internet connection may be acquired by obtaining a password from the administration. Connection to the District network will only be allowed for online classes or when deemed necessary for educational purposes. Any laptop brought into the school must have current approved anti-virus software installed prior to being used in the building. Any non-school related use, such as games or inappropriate internet surfing will result in loss of the privilege. Any personal laptop computer brought into the school building is subject to inspection by the administration at any time during that school year. The district is not responsible for loss or damage to any personal laptop computer brought into the school building.

## **COURSES TAKEN VIA AN OFF-CAMPUS INDEPENDENT STUDY PROVIDER**

Students may select to take a course via an Independent Study provider with the approval of the administration. If the course taken is to substitute for a course currently offered at NCE, the student's daily class schedule will include a time period for that course and the student will be expected to do the coursework during that scheduled time. A location and supervisor will be assigned by the administration. The student will be expected to complete the course during the grading period that the course is scheduled or credit may not be granted for the course. The District will pay the cost of the course.

If a student chooses to take a course from an Independent Study provider as an extra course, beyond what is required to be a full time student, no daily scheduled time will be provided, no location or supervisor will be assigned. The student will be responsible for the cost of the course.

Such courses may be taken on-line or paper-pencil format.

## **DANCES, PARTIES AND SPECIAL EVENTS**

Each class may hold one class dance/party during the year. Such events are to be held on Friday or Saturday night. Closing time will be 12:00 a.m.; doors will close 30 minutes after starting time; no re-admission of students without special advanced permission. A custodian MUST be in the building during a dance. Plans for such parties are to be approved by the class advisors and cleared through the principal. Clean-up must be supervised and completed before the next school day. Class advisors &/or designees or parent chaperones

(minimum of 4 adults, 2 must be staff) must be present at all parties. Guests must be under 21 years of age at the time of the event; one guest per NCE student. Guest list must be completed by Monday preceding the event & guests approved by the principal. Guest must arrive and be admitted with the NCE student. All school rules and policies will be in effect for everyone attending.

### **DETENTIONS**

The Principal/teachers will assign detention after violation of school/classroom rules or student misconduct. Students will serve detention on the first or second detention day after the violation and are responsible for securing their ride home. **Notices sent home are for information only and not intended for securing a ride home or other arrangements; that is the student's responsibility.** Detention will be held with the teacher that assigned the detention. Arrangements to serve detention will be made with the assigning teacher. Skipping detention will result in In-School Suspension for the first violation and Out-of-School Suspension may be imposed for further violations. After 3 detentions in one month, parents will be notified of the problem and the student may be placed on disciplinary probation for the next 3 weeks; further violations during the probation period may result in In-school or Out-of-school suspension. If there are no discipline referrals during the 3-week probation period, the student is removed from probation and the 3 detention count starts over.

### **DETENTION RULES:**

1. Be on time - 3:15 P.M. There is a bell.
2. You must bring work to do or work will be assigned
3. No passes to leave the room
4. No talking
5. Violation of these rules will result in In-school suspension

### **IN-SCHOOL SUSPENSION**

**In-school suspensions will run for full days possibly to 4 pm.** If the student goes home during ISS, they will have to serve a full day when they return to school. No regular student privileges are allowed during ISS (drinks, phone, etc.)

### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspensions will be used for more serious or repeated offenses. When suspended out of school students are not allowed on school grounds during the suspension period. Students will only receive credit for school work made up during the out-of-school suspension period.

### **DRESS: STUDENT DRESS (see District Policy #504)**

Students are expected to come to school looking neat and clean, and dressed in a manner which is accepted as in good taste. Hair styles and clothing that create problems of health, safety or sanitation are not acceptable. Hats of any type will not be worn in the building by male or female students; excessively baggy clothes, clothing advertising alcohol, tobacco, drugs, gang/cult symbols or with slogans deemed not to be in good taste, sexual connotations or sex/gender demeaning will not be allowed. Clothes/scarves worn in any manner to depict gang affiliation will not be allowed. Clothes worn that expose skin or under garments, that are inadequate in its covering, tops without adequate shoulder straps, open backs, visible cleavage and midriff-baring tops are not allowed. Shorts or skirts that are considered too short by administration are not allowed. Pants must fit appropriately at the waist. Shirts/tops must hang below the belt line/waist band when standing. No underwear may show above the waist band of pants. No long chains hanging from pants. Heavy coats/jackets shall not be worn in the building. Clothing articles that cause school maintenance problems such as heavy boots that excessively mark floors, or trousers with metal rivets that scratch furniture, must be avoided. Students who repeatedly violate the dress code will be disciplined and a report addressing the problem will be sent to the parents.

### **EMERGENCY DRILLS:**

As required by state law, fire and lock down drills are practiced each year.

### **EXTRACURRICULARS**

To attend extracurricular events and field trips, students are expected to fulfill school obligations such as attending classes, completing work, and displaying appropriate behavior.

For specific policies regarding participation see the athletic/academic / arts eligibility policy and guidelines.

Activities offered: Baseball, FCCLA, Music Ensembles, One-Act Play, Speech, Softball, Track and Field, Football, Basketball, Cheerleading,

Athletics: See athletic/academic / arts eligibility policy and guidelines.

### **FEES**

If a student is required to pay for a party, program or bus ride, payment must be in advance before that event. Class/participation fees will be paid at the beginning of the year/season. Fees for classroom projects must be paid or credit will be withheld. Students will receive a receipt from the teacher to bring to the office for payment.

### **FIELD TRIPS**

To attend field trips, students are expected to fulfill school obligations such as attending classes, completing work, and displaying appropriate behavior. NCE Student/Parent Handbook rules apply to all field trips sponsored by the District. On overnight trips, students exhibiting inappropriate behavior may be sent home at their parent's expense. Students may not be allowed to attend overnight trips if previous behavior indicates a risk; this will be at the discretion of the supervisor and/or administration.

### **FOOD AND BEVERAGE IN LOCKERS**

Sack lunches are to be consumed only in the cafeteria. Pop and energy drinks are not allowed in school except at designated events, such as games; only bottled water is allowed in classrooms or in lockers. No glassware or open cans in lockers.

### **FUNDRAISERS & SALES**

1. Must be approved by the administration.
2. No selling during or between classes; only before school, at noon and after 3:10 p.m.
3. Do NOT solicit sales from staff members until after school has dismissed for the day.

### **GAME ATTENDANCE**

Students that are absent all day or leave during the day because of illness may NOT attend any school related events for that day without administrative approval.

## GRADING

### System of Grades

In Norman County East High School, the work of the student is graded in terms of A, B, C, D, and F. In general, a grade of "A" denotes work of superior quality, "B" denotes very good, "C" denotes average work, "D" denotes work is passing, but of low quality, and "F" stands for failure. Incompletes (I) given at the end of the period should be made up within five school days after that period has ended. Course credit will not be given until incompletes are made up.

The following is the grading percentages to be used by all teachers:

A	100 to 93
A-	92 to 90
B+	89 to 87
B	86 to 83
B-	82 to 80
C+	79 to 77
C	76 to 73
C-	72 to 70
D+	69 to 67
D	66 to 63
D-	62 to 60
F	59 and below

### **GRADE REPORTS FOR INDEPENDENT STUDY AND ON-LINE COURSES:**

Students taking on-line or independent study courses must provide the athletic director with a grade report every 2 weeks and the Principal with a grade report at the end of each quarter/semester. This report must include a "percent complete" notation. If the student has not met the "target complete" figure or has not completed the actual percentage of the course for that calendar date, within 10%, he/she will be considered incomplete and will be subject to the ineligible policy and grading policy concerning incompletes.

### **HONOR ROLL**

To be placed on the honor roll students must be a full-time student, **meet attendance requirements**, and achieve one of the grade point averages listed below with no grade below "C".

"A" Honor Roll      3.667      "B" Honor Roll      3.00 to 3.66

Averages are computed on the basis of:

A	4.00	A-	3.66	B+	3.33
B	3.00	B-	2.66	C+	2.33
C	2.00	C-	1.66	D+	1.33
D	1.00	D-	0.66	F	0

### **INCOMPLETE GRADES**

Students who have not made up school work before the report card period ends receive an "Incomplete" grade. This work must be made up within 5 school days after the reporting period ends; otherwise the Incomplete becomes an "F". See your teacher about any make-up work. **It is YOUR responsibility!**

### **GRADUATION REQUIREMENTS (see District Policy #514)**

To qualify for graduation from Norman County East High School, a student must complete 26 credits in grades 9 – 12. The following credits are required :

1. 4 credits in English; earning one credit each year.

2. 4 credits in Social Studies; earning one credit each year.
3. ½ credit of Physical Education in 9<sup>th</sup>.
4. 1 credit of Careers, ½ in grade 9 and ½ in grade 12.
5. 3 credit of Science. Required in Grades 9 & 10.
6. 3 credit of Mathematics; 1 in Grade 9 & 1 in grade 10 and 1 in grade 11 or 12.
7. The remainder elective credits.
8. Students must meet current requirements for the State Tests in Reading, Math and Written Composition.

**Classes required for each grade:**

Freshman: English	Sophomores: English	Juniors: English	Seniors: English
U.S. History	World History	Civics-Am. Gov.	World Geog
Biology	Physical Science	Math	Sr Careers
Math	Math		
Phy.Ed/Careers			

**EXPLANATION:**

1. Students will be allowed only one study hall per day.
2. Any high school class that meets 5 days per week, one period per day for the entire year shall equal one high school credit; semester classes equal ½ credit.
3. Students who register for a year-long class will be expected to remain in that class the entire year unless they are failing at semester break; changes may be made after each quarter in extreme cases; loss of credit may result.
4. All service related units (Library Aide, Teacher Aide, etc.) will be given after you have scheduled your basic course selections. Units will then be assigned to you rather than a study hall. Only one service unit may be scheduled per year. Only 1 credit may be earned in grades 10, 11 & 12 to be graded as Satisfactory/Unsatisfactory and will not count toward GPA.

**GRADUATION CEREMONY**

The commencement event is an awards ceremony provided by the District to honor the seniors who have met the state and district requirements. Only seniors who have met these requirements are eligible to walk in the ceremony. Eligibility to participate may be revoked for behavioral reasons, failure to pay fees or other circumstances as deemed appropriate by the administration.

**HOME-COMING / SNODAZE CANDIDACY**

To be eligible to be nominated for Homecoming or Snodaze Candidacy and elected Queen, King, Prince or Princess, and to participate in coronation, students must be academically eligible. In addition students must not display actions or behaviors that are unbecoming according to administration discretion.

**HOME-SCHOOL TRANSFERS**

Students transferring into high school from a home-school education program must provide documentation &/or student records verifying the student’s current grade level and assessment of performance in basic communications (reading, writing, literature & fine arts), mathematics, science, social studies, health and physical education. Failure to provide documentation of grade level assessments will result in the student’s enrollment in the 9<sup>th</sup> grade.

## **HONOR GRADUATES**

Scholastic average of 3.5 or above for all work in grades 9 through the third quarter of grade 12, with at least two consecutive years enrolled as a full-time student at NCE. The two graduates with the highest GPAs will be asked to speak at Commencement. In the event one declines, the next highest will be asked. The Honor student with the highest GPA will be designated Valedictorian; the second highest will be Salutatorian.

## **HONOR STUDENT PASS POLICY**

Those Junior and Senior students maintaining a cumulative GPA of 3.5 or above will be allowed one “free study hall” per day, during which they may be excused from the study hall to do anything they need or wish to do, on or off school grounds, so long as it does not interfere with any class or normal school operations. They may have open access to computer labs for personal use. Honor pass students do not need to return to the study hall before the dismissal bell. All school rules are to be obeyed when not on school grounds. Proper supervision, when necessary, must be arranged by the student. Also, Honors Pass students will be allowed an “open” lunch period. Students must sign out and in at the office before leaving school grounds. Students may not use automobiles at these times.

Abuse of these privileges will lead to:

**First Offense:** Suspension of privilege for one week.

**Second Offense:** Suspension of privileges for one month.

**Third Offense:** Revocation of privileges for the remainder of the year.

"Abuse" shall include:

1. Disruption of class or normal school operations.
2. Returning to school late for the hour following the "free period" or “open” lunch
3. Disobeying any school rules or behavior expectations while on or off school grounds.
4. Not signing in and out of school in the office.

Eligibility for these privileges is as follows:

1. The cumulative GPA at the end of the previous semester must be 3.5 or higher for a student to qualify.
2. A cumulative GPA of 3.5 or higher must be maintained.

## **ILLNESS**

Students who become sick at school are to report to the office; a cot is available to rest on. Only more severe cases will be allowed to go home, especially if the illness comes on in the afternoon.

## **INTERNET COURSES**

Courses cannot be taken prior to the student’s enrolling in high school. All courses must have a 30 day prior approval of the Administration or designee. All internet courses must be accredited by a legitimate accrediting agency such as North Central Association, Commission on International and Trans-Regional Accreditation or the Accreditation Commission for International Internet Education and taught by a teacher with a Minnesota teacher’s license. The course must be identified on the student’s class schedule and a teacher assigned as a consultant. Any cost will be borne by the school district. Internet courses must be taken while concurrently enrolled in high school and be free of racial, gender and religious bias.

## **LOCKERS**

Your locker is the property of the school and is provided for your use. You may request a lock to place on your locker; you are responsible for it and are instructed to keep your locker locked. The school is not responsible for any items missing from the student's locker. The school reserves the right to inspect any locker at any time. Unauthorized locks may have to be removed in a manner that destroys the lock. In this event, the school or its officials are not liable for the cost of the lock. Additional school locks may be rented for a \$5.00 deposit.



## **LOST AND FOUND ARTICLES**

Any student who finds a misplaced article should turn it in to the office. Likewise, any student missing a book or other item should check at the office. Money or other valuables should not be left in coat pockets or lockers. Students may store valuables in the office. The school district is not responsible for lost or stolen articles or money.

## **LUNCH POLICY**

The Norman County East School will maintain a closed lunch period, which means that no student will be allowed to leave the school grounds or go home for lunch. If a student does not participate in the hot lunch program he/she may bring a bag lunch, which is to be eaten in the cafeteria. Student lunch accounts have a zero balance will be given 14 days to get the account paid up; if the account is not paid up the student will not be allowed to eat school lunch.

## **MAKEUP SLIPS**

To excuse an absence a make-up slip must be obtained from the office.

### **PROCEDURE TO FOLLOW:**

1. **Report to the High School Office before 8:20 A.M.**
2. Receive a make-up slip. (Excused or Unexcused)
3. The make-up slip is your admittance to class and request for assignments and must be presented individually to each teacher.
4. The teacher will indicate on the slip the work required. Presenting an excused absence makeup slip will permit credit for the missed work once work is turned in. Make-up work need not be granted for unexcused absences.
5. Normally you have one day for each day missed plus one extra day to complete the make-up work. Students who miss only morning classes are expected to get those assignments that afternoon.
6. Failure to make up work in the allowed time may result in zero credit. Extension may be granted by individual teachers.
7. Students in extra-curricular activities, dances, programs, etc. must be in attendance **all day** the day of the event to participate, unless excused by the administration.

## **MEETINGS**

A class or organization cannot have an official meeting without at least one advisor present. Advisors must approve all class functions first; advisors will report proposed functions to the Principal.

## **PARTICIPATION IN CURRICULAR/CO-CURRICULAR PROGRAMS**

Eligibility for participation may be limited by academic standing, disciplinary matters or enrollment status. **Students with more than the maximum number of allowed absences may be limited on attending off campus events during the school day.** If you have any questions about eligibility for participation in any aspect of the educational program, contact the principal.

## **PERMIT TO LEAVE**

Any student who wishes to leave the school **anytime** during the day must have a written request from a parent or call from home. Present this request to the principal's office **before school starts** to obtain a permit to leave the building. This permit must be arranged before school begins. The office will NOT call parents to obtain permission to leave. Students must sign out and in at the office. This policy is in force for all students regardless of age.

### **PEP FESTS/ASSEMBLIES**

Pep fests will be held as determined by the activities director and the principal. Students will sit in the bleachers by grade, seniors at the west end through 7<sup>th</sup> grade at the east end. Class advisors are to sit with their class. Students are encouraged to participate in the activity and NOT to be disruptive. Disruptive students will be removed and will serve detention.

### **PETS/ANIMALS**

Pets or other animals will only be allowed in the school building with administration approval and if the owner/handler can show documented verification of required health vaccinations.

### **PLEDGE OF ALLEGIANCE:**

This will be student lead; participation is voluntary; all students will respect other's right to recite or not recite the Pledge of Allegiance.

### **PROM**

The Junior/Senior prom will be held each year. Students must be in grades 11 or 12 to attend the prom (10<sup>th</sup> graders may attend as a guest). Anyone found in possession of/or consuming alcohol the day of the prom will not be allowed to attend. Guest must be under 21 years of age at the time of the prom; guest list must be completed by Monday preceding the prom. All decorating must be directly supervised by an advisor. Students/guests are not allowed to leave the school once the banquet begins. Closing time is 12:00 A.M.

### **PARKING: STUDENT VEHICLES AND PARKING – (see District Policy #527)**

All students must park on the **SOUTH** side of the building. All students are not permitted to use vehicles during the school day unless leaving school for the remainder of the day or they have a written request or a call from their parent approved by the administration. Students are not permitted to sit in/on parked vehicles at noon or any time during the school day. Vehicles may be searched if the District deems it necessary. Only highway-legal licensed vehicles will be allowed on school property at any time. Snowmobiles are allowed on designated routes only and must enter and leave school property from the northwest side of the building and park on the west side.

### **PROGRESS REPORTS TO PARENTS**

Progress Reports will be sent home at mid-quarter for all students failing or in danger of failing a class. Any student on the ineligible list will be denied pass privileges. Teachers may issue special class-work passes to any such student.

### **PROMOTION POLICY**

Students in grades 7 or 8 who fail 2 of the 4 content classes (English, social studies, science & math) will be retained in the same grade for the next year. A student in grades 7 or 8 that fails one class will retake that class the next school year. A student may take summer courses to make up the failed class(es). Any summer course or alternative program must be approved by the administration and completed prior to the start of the next school year if retention/repetition is to be avoided. Parents will be notified as to their child's options.

### **SCHOOL CLOSINGS**

Should school be called off because of weather conditions, announcements of such closing will be made through the following radio stations: WDAY-970AM and KFGO-790AM in Fargo, and KRJB-106.3FM in Ada; and the following television stations: WDAY-6, KXJB-4 & KVLV-11.

## **STUDENT CHECK-OUT**

If a student is moving and will withdraw from school, a Student Check-out sheet must be obtained from the office and completed before student records will be forwarded.

## **STUDENT TELEPHONE**

The student phone is in the high school office by the door. This phone should be used before and after school and at noon only. It is not an acceptable excuse to be late to class because of any telephone usage. The teacher and the office staff have the right to refuse to allow student to use the telephone during class or for unnecessary reasons. Those needing to make long-distance calls, or calling cell phones using the school's phones must have a calling card.

## **STUDY HALL**

Study Halls are not a guaranteed class. A study hall will be assigned based on student need and willingness to use the time appropriately. Study hall is a place to study, not to visit.

Norman County East has a noon study hall that may be assigned to any student based on academic need and/or use of class time. Once assigned, the noon study hall is mandatory to attend until work is complete or student has all grades at a satisfactory level as determined by district personnel.

The following rules must be observed by students assigned to study hall:

1. Students must have permission to leave study hall.
2. Student will sign out and in on the attendance sheet.
3. No passes will be issued to see another student or teacher who is in class.
4. Media Center passes are for the media center only; computer use must state the reason.
5. All students signed out of a study hall MUST return to the study hall before the end of the period.
6. Students who are ineligible are NOT allowed passes to leave study hall.
7. Students assigned to attend a study hall, but have no homework or studying to do, will be expected to read during the study hall.

## **SUSPENSIONS: SEE DETENTIONS**

## **TEXTBOOKS**

Textbooks are furnished to each student at district expense. If any textbook is abused or lost, the student will be fined to cover the expense of replacing the book and credit may be withheld if not paid.

## **UNAUTHORIZED IMAGES**

Images of students or teachers during the educational day posted on any social media site without the school's permission is considered unauthorized and is a violation of privacy policies.

## **VEHICLES: STUDENT VEHICLES AND PARKING – (see District Policy #527)**

All students must park on the **SOUTH** side of the building. All students are not permitted to use vehicles during the school day unless leaving school for the remainder of the day or they have a written request or a call from their parent and the use is approved by the administration. Students are not permitted to sit in/on parked vehicles at noon or any time during the school day. Vehicles may be searched if the District deems it necessary. Only highway-legal licensed vehicles will be allowed on school property at any time. Snowmobiles are allowed on designated routes only and must enter and leave school property from the northwest side of the building and park on the west side.

## **VISITORS**

### **PARENT/GUARDIAN VISITS**

Parents/guardians are always welcome and encouraged to visit school. All visits to school, whether to see a student or teacher, must come through the High School office. Parents/guardians are not to go directly to classrooms to see students or teachers. Students will be paged to the office to see their parent/guardian. Parents who wish to visit with a teacher should arrange an appointment through the office. Appointments will be made for during the teacher's preparation time or after school classes are over. Teachers will not be pulled out of a class to visit with parents/guardians.

### **VISITORS**

All visitors will check in at the high school office immediately upon entering the building. Students will be called to the office, if their schedule permits, or called between classes. Visitors at noon must visit with a student in the office area during noon period. Students from area schools or former students will not be allowed in classrooms or at other student activities during the regular school day. Visiting relatives of students will be permitted to visit classes provided arrangements are made a day in advance with the Principal, they are age appropriate and follow all NCE school rules.

## **ADDITIONAL DISTRICT POLICIES**

### **BULLYING PROHIBITION POLICY-(see District Policy #514)**

"Bullying", any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities or performances, is expressly prohibited on school district property or at school related functions. Complaints of bullying will be promptly investigated and, if warranted, consequences will be measured out to the offender or offenders according to the policy.

### **DISCIPLINE: NORMAN COUNTY EAST DISTRICT DISCIPLINE POLICY(see District Policy #506)**

In order to ensure that the best possible environment for learning exists in the Norman County East Schools, the School Board has adopted the following objectives:

- A. To promote fair, firm, consistent, and positive treatment of each student in an atmosphere of open communication, self-discipline, and clearly understood rules and regulations.
- B. To assure each student of his/her rights: the right to due process, to freedom from discrimination, and to equal opportunity.
- C. To emphasize students' responsibilities: to have regular school attendance, to make a consistent effort in the classroom, to respect and never interfere with the education of other students, and to respect the individual rights of other students and all school personnel.
- D. To provide effective enforcement of school regulations by all school personnel, closely supervised by a supportive administration.
- E. To promote parental awareness of the conditions necessary for a positive and productive learning atmosphere by establishing open line of communication between home and school.

## **DISCIPLINE: PINE TO PRAIRIE COOPERATIVE CENTER STUDENT DISCIPLINE POLICY**

The Pine to Prairie shared vocational programs are a means for the participating districts to offer students more educational opportunities than would normally be provided by a single district.

Because of the uniqueness of the vocational programs and the travel that is entailed, certain standards are expected of students enrolled in these courses. Participation should be considered an opportunity as well as a privilege that carries with it a higher level of responsibility. This policy is intended to make both the students and the parents aware of the standards expected of students enrolled in such courses.

As a student taking a shared vocational program, I am aware that:

1. Insubordination and class disruption of any kind will not be tolerated. Insubordination has been defined as refusal to follow directives of the teacher.
2. Inappropriate language will not be tolerated.
3. Classroom, lab, and safety guidelines and procedures must be followed.
4. Equipment must be handled with care and safety in mind.

The following procedures will be adhered to for students who do not follow the above rules.

### **FIRST OFFENSE REPORTED TO THE PRINCIPAL:**

The student will be given a verbal warning and told that his/her parents and his/her principal will be notified of the infraction. Consequences will be determined by the home school discipline policy.

### **SECOND OFFENSE REPORTED TO THE PRINCIPAL:**

The student will be given a verbal warning and told that his/her parents and his/her principal will be notified of the infraction. Consequences will be determined by the home school discipline policy. There will be a conference with the home school principal, the student, and preferably the parent(s).

### **THIRD OFFENSE REPORTED TO THE PRINCIPAL:**

The home school principal will automatically dismiss the student from the shared vocational program for the remainder of the year. Consequences after dismissal will be determined by the home school principal.

## **CONSEQUENCES FOR MISBEHAVIOR**

**Overview** - The consequences for misbehavior described on the following pages are designed to be fair, firm and consistent for all students. They apply to students in any school or other district building, on district property, in district vehicles, and at school or district events. (District vehicles are defined as school buses and vans owned or leased by the school district, and cars and other vehicles owned by district staff and authorized by the district for transporting students.) Because it is not possible to list every misbehavior that occurs, misbehaviors not specified will be responded to as necessary by staff. Minor misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators and other appropriate district staff.

Students must cooperate in all disciplinary investigations. Consideration may be given to those who admit to violations of the discipline policy.

**Physical Force** – School district employees, in exercising the person’s 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.

**Consequences** - For each misbehavior described, there are suggested consequences for first, second, third and fourth violations. Those consequences are shown as “\*”, susp -in school or out of school suspension, for a specified number of days or expulsion. Generally, consequences will take place in the school unless the offense is deemed dangerous for the student or others. *Consequences for a specific violation may vary from that suggested depending severity of the infraction or other aspects of the student’s situation.*

“ \* ” **for junior and senior high schools is defined as:** Consequences for violation will include student conference and parent notification, and may include, but are not limited to parent conference, behavior modification plan, anti-bullying program, restorative conferencing, circling sessions, social skills training, restitution, detention, in-school suspension and up to one day out-of-school suspension.

In the chart on the following pages, **suspension** is defined as in-school or out-of-school suspension; action taken by the school administration to prohibit a student from attending classes for no more than **ten consecutive** school days. (A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may be suspended until noon on the following school day.)

**Expulsion** is action taken by the school board to prohibit a student from further school attendance for up to one school year from the date the student is expelled.

**Exclusion** is an action taken by the school board to prevent a student from enrolling or re-enrolling for a period of time that shall not extend beyond the school year.

In addition to the consequences detailed on the following pages, the School or the District Transportation Department may respond to student misbehavior in a variety of ways which include, but are not limited to, parent conferences, mediation, restitution, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges (at the high school level) and chemical evaluation. Administrators may involve the police and other law enforcement authorities as necessary. If a student violates a district rule that is also a violation of a law, the student will be referred to the police in addition to being dealt with as described in this regulation. Serious discipline/criminal offenses may result in expulsion.

**Consequences for a specific offense may be more severe or less than indicated if staff believes it is appropriate.** Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act.

**Norman County East Discipline Policy Recommended Consequences**

**MISBEHAVIOR**

**1<sup>st</sup> Offense**

**2<sup>nd</sup> Offense**

**3<sup>rd</sup> Offense**

**4<sup>th</sup> Offense**

Students are expected to not engage in the following activities. The consequences apply regardless whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity. Discipline may also include restorative practices.

1. Abuse, Verbal-Arousing alarm in others through the use of language that is discriminatory, abusive, obscene or threatening.  
Toward student (grades 7-12) \* Detention 1-3 day susp 3-5 day susp  
Toward staff (grades 7-12) 1-3day susp 3-5 day susp 5-7 day susp expulsion
2. Abuse of food in the dining area; throwing food.  
(grades 7-12) \* 1-day susp 3-day susp 5-day susp  
(may lose dining room privileges)
3. Alcohol or Chemicals, Possession or Use- Possessing, using or showing signs of having used alcohol, narcotic/controlled substance/paraphernalia where possession or use is prohibited by Minnesota or federal law. Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left with and administered by the school office.  
(grades 7-12) 3-5 day susp 5-7 day susp expulsion  
(may require completion of chemical dependency program)
4. Alcohol, Possession with Intent to Distribute or Sell. Selling or distributing, or intending to sell or distribute, alcohol where sale or distribution is prohibited by Minnesota or federal law.  
(grades 7-12) expulsion
5. Ammunition, Possession-Possession of bullets or other projectiles designed and intended to be used in a weapon.  
(grades 7-12) expulsion
6. Arson-intentional setting of fire with or without damage to school or district buildings or property.  
(grades 7-12) expulsion
7. Assault, 5<sup>th</sup> degree-Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict harm upon another person.

MISBEHAVIOR (continued)	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Upon a student (grades 7-12)	5-day susp	expulsion		
Upon a staff member (grades 7-12)	expulsion			
8. Assault, Verbal-Verbal confrontation with a student or staff member which is intended to cause fear of bodily harm or death.				
Upon a student (grades 7-12)	1-3 -day susp.	5-day susp	expulsion	
Upon a staff member (grades 7-12)	5-day susp	expulsion		
9. Assault, Aggravated-Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person. (grades 7-12)	expulsion			
10. Bodily Harm, Inflicting-Committing an accidental act which, although a result of poor judgment, inflicts great bodily harm upon another person. (grades 7-12)	3-day susp	5-day susp	expulsion	
11. Bomb Threat, False-intentionally giving a false alarm of a bomb. (grades 7-12)	expulsion			
12. Bullying Behavior-not physical (grades 7-12)	* restorative measures will be used also	detention	1-day sus	1-3 day susp
13. Burglary-Entering a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime. (grades 7-12)	expulsion			
14. Cell Phone/Electronic Device: see. Nuisance Devices				
15. Selling or distributing, or intending to sell or distribute, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law. (grades 7-12)	expulsion			
16. Dress and Grooming-Clothing that includes words or visuals which are obscene, abusive or discriminatory, or which advertise/display narcotics, alcohol or tobacco, gang or cult symbols or deemed not to be in good taste, or lacks appropriate coverage. (grades 7-12)	*	1-detention	1-day susp	3+day susp



MISBEHAVIOR (continued)	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
17. Driving, Careless or Reckless-Driving on school property in such a manner as to endanger persons or property. (grades 7-12)	*	1-day susp	3-day susp	5-day susp
	(police will be called in and may include suspension of parking privileges)			
18. Disruption of the educational process-continued disturbance in class or inappropriate behavior in study hall or hallways (grades 7-12)	*	1-3 susp	3-5 day susp	5-7 day susp
19. Explosives/Fireworks, Possession and/or Use-Possessing or using any compound/ mixture/ fireworks, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas, heat &/or light. (grades 7-12)	expulsion			
20. Fighting-Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other party or both contributed to the situation by verbal and/or physical action. (grades 7-12)	1-3 day susp	3-5 day susp	5-7 day susp	expulsion
	(police will be called in to investigate)			
21. Fire Alarm, False-Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm. (grades 7-12)	expulsion			
22. Fire Extinguisher, Unauthorized Use-Unauthorized handling of a fire extinguisher. (grades 7-12)	expulsion			
23. Gambling-Playing a game of chance for stakes. (grades 7-12)	*	1 detention	1-3-day susp	3-5 day susp
	(more offenses may result in expulsion)			
24. Gross Insubordination-Willful refusal to follow an appropriate directive given by a staff member; belligerent, disrespectful toward staff. (grades 7-12)	1 day susp	1-3 day susp	3-5 day susp	expulsion
25. Insubordination- failure to follow appropriate instructions or directives given by a staff member. (grades 7-12)	* to detention	1 day susp	1-3 day susp.	3-5 day susp.

MISBEHAVIOR (continued)	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
26. Harassment, Including Sexual-Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group. May be based on their racial, cultural or religious background, their sex or any disabilities they may have. (grades 7-12)	Det.to 1 day sup	3-5 day susp	5-day susp.	expulsion
27. Interference, Disruption or Obstruction-Any action taken to attempt to prevent a staff member or student from exercising his or her lawfully assigned duties. (grades 7-12)	* to detention	1-3 day susp	3-5day susp	expulsion.
28. Lighting/Possessing Incendiary Devices-igniting/ Possessing matches, cigarette lighters and other devices that produce flames. (grades 7-12)	det to3day susp	5-day susp.	10-day susp.	expulsion
29. Off school grounds without permission. Includes after arriving on the bus, noon hour, or before waiting for route bus. (grades 7-12)	Detention	1- day susp	3-day susp	5-day susp
30. Nuisance Devices, Possession in classroom -Objects which cause distractions. Including cell phones. (grades 7-12)	device taken detention	detention parent pick up device	1 day susp parent pick up device	1 day susp + device not allowed in school/yr
31. Pornography-possession or dissemination of pornographic or sexually explicit materials. (grades 7-12)	Detention	1-day susp	3-day susp	5-day susp
32. Records or Identification Falsification-Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. (grades 7-12)	detention	1-3 day susp	3-5 day susp	5-7 day susp to expulsion
33. Sexual Conduct, Criminal-Engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent. (grades 7-12)	5-day susp	expulsion		

<b>MISBEHAVIOR (continued)</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup>Offense</b>
34. Swearing in school or class - using obscene or profane language, gestures or writings. *Slippage; not directed at anyone <u>Toward students (grades 7-12)</u> Toward staff (grades 7-12)	* <u>detention</u> det. to 1 susp	detention <u>1 day susp</u> 1-3 day susp	1 day susp <u>3-5-day susp</u> 3-5 day susp	3daysus <u>5-7 day sus</u> 5-7 day susp
35. Terroristic Threat-Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person. (grades 7-12)		1 to 5-day susp	5 day susp to expulsion	
36. Robbery or Extortion-Obtaining property from another person where his or her consent was induced by use of force, threat of force or under false pretenses. (grades 7-12)		3-5 day susp	5-7 day susp	expulsion
37. Theft, or Knowingly Receiving or Possessing Stolen Property-Unauthorized taking of the property of another person, or receiving or possessing such property. (grades 7-12)		1-3 day susp	3-5 day susp	5-7 day susp expulsion
38. Theft, or Knowingly Receiving or Possessing Stolen Property from the School District. Under \$500 value - (grades 7-12) Over \$500 value (felony) - (grades 7-12)	3-day susp expulsion	5-day susp	expulsion	
39. Tobacco-Possessing or using tobacco/paraphernalia in district buildings, on district grounds, in district vehicles or at district events, in violation of district Tobacco-Free Environment. (grades 7-1 2)		1 to 3-day susp (may require completion of a chemical dependency program)	5-day susp 10-day susp	expulsion
40. Trespassing-Being present in any district facility or portion of a district facility when it is closed to the public, or unauthorized presence in a district vehicle. (grades 7-12)	* to detention	1-3 day susp	3-5 day susp	5-day susp to expulsion
41. Truancy - Skipping class or school; unauthorized absence from a class or the entire day. (grades 7-12)	det.	Det/skip hr	loss of parking Det/skip hr	1-5-day susp loss of parking+
	(zero credit for the work missed due to skipping) (under 18 years of age will be referred to county services after 7 violations)			

<b>MISBEHAVIOR (continued)</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup>Offense</b>
42. Vehicle, Unauthorized Use-Occupying or using vehicles during school hours without parental permission and school authorization. (grades 7-12)	det-1 day susp	1-3 day susp	3-5 day susp	5-7 day susp
	(more offenses may result in expulsion)			
43. Weapon or Look-alike Weapon, Possession- Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, which, in the manner <b>in which it is used or intended to be used</b> , is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. This includes laser pointers, ammunition & fireworks. (grades 7-12)	expulsion			
44. Willful Damage of Property (Vandalism)-Littering, defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff. Under \$500 value (grades 7-12) Over \$500 value (grades 7-12)	3-day susp expulsion	5-day susp	expulsion	
Students are expected to <b>not</b> engage in the following activities in district vehicles. Suspensions and expulsion listed may be from the <b>bus, and/or school</b> .				
45. Not Remaining Seated when the bus is in motion. (grades 7-12)	* to det.	1-day susp	3-day susp	5-day susp
46. Tampering With Emergency or Safety Equipment- Unauthorized handling of emergency or safety equipment on the bus, including first aid kits, fire extinguishers, and emergency doors or hatches. (grades 7-12)	1-day susp	3-day susp	5-day susp	expulsion
47. Throwing Objects-Throwing any items inside a bus, from outside a bus to inside a bus, or from inside a bus to outside a bus. (grades 7-12)	det-1day susp	3-day susp	5-day susp	expulsion

**DRUG SEARCH: SCHOOL POLICY ON RANDOM DRUG SEARCH (see District Policies #417 & 418)**

The School District may, at any time, ask police and trained dogs to inspect the school building, school grounds and parking lot for illegal substances. If anyone's locker or property is identified by the canine unit as having an illegal substance in it, the owner/assigned student will be contacted and will be asked to open the locker/property for police inspection. Violators of the laws pertaining to illegal substance possession/use will be prosecuted.

**HAZING: SCHOOL POLICY ON HAZING-(see District Policy #526)**

"Hazing", committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose, is not allowed in connection with any Norman County East District activity, function or organization.

**INTERNET PHILOSOPHY AND POLICY (SEE DISTRICT POLICY #524)**

The Internet connects NCE students to thousands of computer networks around the world. This enables students to access information otherwise unavailable to them.

NCE school district has no control over the type of information found on the Internet. Some sites found on the Internet may contain material that is considered inappropriate for the educational purposes in a K-12 setting. We have a security system that allows the District to access the internet sites that students have used and we will monitor student use periodically. However, millions of people are constantly adding new sites to the Internet daily, and it is impossible for a security system to catch and restrict all inappropriate material. The NCE school district does not support or condone the use of these types of materials and does not allow the use of such materials in the school environment. We believe that parents are partly responsible for teaching their children the standards that they should follow when using these informational sources. The NCE school district denies any responsibility for the quality or the accuracy of all material received through the Internet or for any financial obligations resulting from the use of school computers to access Internet purchases.

**Code of Conduct**

-Office must have possession of the access contract signed by both student and parent before the student is allowed on the Internet.

-If you are on the Internet and not using it for a class and someone else needs the computer for a class, you must give the computer to them. **No questions asked.**

-If you are on the **ineligible list**, you are **not** allowed to use the Internet for **any reason**, unless required for a class and under **direct** supervision of a teacher.

-Anything printed or downloaded **must** be for classroom purposes **only**, not for your own entertainment.

-Downloading of educational information is allowed as long as no copyright laws are violated and it is not redistributed in its original form.

-Students are not allowed to review or download any material that is obscene, vulgar, sexually explicit, racially or religiously discriminating, promoting violence/bombs/weapons or otherwise inappropriate.

**-Sending electronic mail (E-mail) over Internet service (hot-mail) is prohibited for all students.** 10<sup>th</sup> – 12<sup>th</sup> graders may have an e-mail account through the District network (Microsoft Outlook) that can be used before and after the school day. This service is a privilege and will be inspected routinely. Sending messages that are considered threatening, harassing, pornographic or sending chain letters is not acceptable and will result in immediate revocation of e-mail privileges.

-Students are not permitted to make purchases of services or goods via the Internet and will be held accountable for any financial obligations resulting from such action.

**-Students are not permitted to access Chat Rooms, Discussion Groups, News Groups, Games, MySpace, FaceBook or other types of sites; \*\*repeated attempts to access fire-walled sites or the use of proxy sites is not allowed.**

-There will be no cracking, hacking, or otherwise breaking into accounts that you do not have full-authorized access to.

-Illegal activities, including but not limited to possessing or distributing pornography or commercial software or any associated paraphernalia, are not acceptable and we will not hesitate to call in law enforcement.

***System administrators have the power to determine what inappropriate use is and their decisions are final.***

### **Penalties for Internet Violations**

**(If the offense also violates other school rules, other consequences may also be imposed)**

**First offense** – Two weeks off the Internet. Notice sent to parents describing the offense and consequences for further violations.

**Second offense** – Two months off the Internet; unless required for a class and under the direct supervision of the teacher. Notice sent to parents describing the offense, consequences and future consequences for further violations. All staff notified.

**Third offense** - Full year off the Internet. Notice sent to parents. All staff notified.

Authorities may be called in at any time if deemed necessary.

***System administrators have the power to determine what inappropriate use is and their decisions are final***

**LOCKERS: Section 11. [127.471 [SCHOOL LOCKER POLICY.] (see District Policy #502)**

Subdivision 1. [POLICY.] It is the policy of the state of Minnesota that: "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 the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

**MEDICATIONS-(see District Policy #516)**

No over the counter drugs (aspirin, Tylenol, cough drops) will be dispensed by the office. All prescription medications must be turned in to the office and will be dispensed by the school nurse or secretary.

**RELEASE OF DIRECTORY INFORMATION (see District Policy #515)**

Directory information is public and will be released when requested unless the parent or eligible student requests in writing that such information should not be released. Directory information will include: student's name, area of study, participation in school activities/sports, weight, height and picture of athletic teams, dates of attendance, degrees/awards and most recent educational institution attended. Military recruiting offices have the right to addresses and telephone numbers unless parents request not to release them; requests must be made to the High School office within 5 days after the start of school. It shall be a violation of school policy to photograph/video any student or staff and/or to use/publish photographs/videos without permission for any purpose except the school newspaper, school website and school annual.

**SECTION 504- DISTRICT POLICY**

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be enforced. The principal is the coordinator of Section 504 activities in the high school.

**WEAPONS : Section 10. [127.282] [EXPULSION FOR POSSESSION OF FIREARM (weapon).] (see District Weapons Policy #501)**

(a) Notwithstanding the time limitation in section 127.27, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

## THE PUPIL FAIR DISMISSAL ACT (Revised 2005)

### **121A.41 DEFINITIONS.**

Subd. 1. As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. "District" means any school district.

Subd. 4. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

Subd. 6. Parent. "Parent" means (a) one of the pupil's parents, or (b) in the case of divorce or legal separation, or if the child's mother was not married to the child's father when the child was conceived nor when the child was born, the custodial parent.

Subd. 7. "Pupil" means any handicapped or non-handicapped student less than 21 years of age eligible to attend a public elementary or secondary school,

Subd. 8. "School" means any school as defined in Minnesota Statutes 1971, section 120.05, subd. 2.

Subd. 9. "School Board" means the governing body of any school district.

Subd. 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If the suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action shall include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to surrounding persons or property; or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days. In the case of a student with a disability, the student's individual education plan team must meet immediately but not more than ten school days after the date on which the decision to remove the student from the student's current educational placement is made. The individual education plan team should at that 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 educational 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 or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten cumulative days in a school year.

The school administration shall implement alternative educational services when the suspension exceeds five days. A separate administrative conference is required for each period of suspension.

Subd. 11. Alternative educational services. "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 assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02 although in a different setting.

### **121A.42 POLICY**

No public school shall deny due process or equal protection of the law to any public school



pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

**121A.44 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY**

When a pupil who has an individual education plan is excluded or expelled under sections 121A.20 to 121A.56 for misbehavior that is not a manifestation of the pupil's handicapping condition, the district shall provide special education and related services after a period of suspension, if suspension is imposed. The district shall initiate a review of the pupil's individual education plan within ten days of the commencement of an expulsion, exclusion, or a suspension of ten days or more.

**121A.44 EXPULSION FOR POSSESSION OF FIREARMS**

- (a) Notwithstanding the time limitation in section 127.27, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-to-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.
- (b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

**121A.45 GROUNDS FOR DISMISSAL**

Subd. 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property. Such programs may include special class or assistance from other agencies.

Subd. 2. A pupil may be dismissed on the following grounds.

- (a) Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
- (b) Willful conduct which materially and substantially disrupts the rights of others to an education;
- (c) Willful conduct which endangers the pupil or other pupils, or the property of the school.

**121A.46 SUSPENSION PROCEDURES**

Subd. 1. Informal administrative conference before suspension. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil 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.

Subd. 2. Administrator notifies pupil of grounds for suspension. At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. Written notice of grounds for suspension. 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 sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension.

In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. Suspension pending expulsion or exclusion. Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

#### **121A.47 EXCLUSION AND EXPULSION PROCEDURES**

Subd. 1. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. Written notice of intent to take action shall:

- (a) Be served upon the pupil and the pupil's parent or guardian by certified mail;
- (b) Contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) State the date, time, and place of the hearing;
- (d) Be accompanied by a copy of sections 121A.20 to 121A.56;
- (e) Describe alternative educational programs accorded the pupil prior to commencement of the expulsion or exclusion proceedings; and
- (f) Inform the pupil and parent or guardian of the right to;
  - (1) Have legal counsel at the hearing;
  - (2) Examine the pupil's records before the hearing;
  - (3) Present evidence; and
  - (4) Confront and cross-examine witnesses.

Subd. 3. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. The pupil shall have a right to a representative of the pupil's own choosing, including legal counsel. If a pupil is financially unable to retain counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.

Subd. 7. The hearing shall take place before:

- (a) An independent hearing officer;
- (b) A member of the school board;
- (c) A committee of the school board, or;
- (d) The full school board; as determined by the school board.

Subd. 8. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 9. At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public-school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 10. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public-school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 11. The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 12. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 13. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.

Subd. 14. The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

#### **121A.48 GOOD FAITH EXCEPTION**

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

#### **121A.49 APPEAL**

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of children, families, and learning within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

#### **121A.50 JUDICIAL REVIEW**

The decision of the commissioner of children, families, and learning made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

#### **121A.51 REPORTS TO SERVICE AGENCY**

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

### **121A.52 NONAPPLICATION OF COMPULSORY ATTENDANCE LAW**

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

### **121A.53 REPORT TO THE COMMISSIONER OF CHILDREN, FAMILIES, AND LEARNING**

Subd. 1. Exclusions and expulsions. The school board shall report each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of children, families, and learning. This report shall include a statement of alternative educational services given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion.

Subd. 2. Report. The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils.

### **121A.54 NOTICE OF RIGHT TO BE REINSTATED**

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

### **121A.55 POLICIES TO BE ESTABLISHED**

(a) The commissioner of children, families, and learning shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) The commissioner shall actively encourage and assist school districts to cooperatively establish alternative educational services within school buildings or at alternative program sites that offer instruction to pupils who are dismissed from school for willfully engaging in dangerous, disruptive, or violent behavior, including for possessing a firearm in a school zone.

### **121A.56 APPLICATION**

Subd. 1. Prohibition against discrimination remains in effect. Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363.03, subdivision 5, and clause (2).

Subd. 2. Portions of school program for credit. Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

# ***NORMAN COUNTY EAST HIGH SCHOOL***

*P.O. Box 420  
Twin Valley, MN 56584  
Phone 218-584 5152 Fax 218-584 5170*

## **NORMAN COUNTY EAST DISTRICT #2215 POLICY AGAINST RELIGIOUS RACIAL AND SEXUAL HARASSMENT AND VIOLENCE**

1. Everyone at District 2215 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. The district and this school will not tolerate inappropriate remarks about or conduct related to a student or employee's race, color, creed, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity.
3. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - a) name calling, jokes or rumors
  - b) pulling on clothing
  - c) graffiti
  - d) notes or cartoons
  - e) unwelcome touching of a person or clothing
  - f) offensive or graphic posters or book covers or clothing
  - g) any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
4. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Mr. Rob Nudell.
5. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
6. Your right to privacy will be respected as much as possible.
7. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
8. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

### **RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW DISCRIMINATION IS AGAINST THE LAW**

Contact: Mr. Rob Nudell  
Human Rights Officer  
Norman County East High School  
P. O. Box 420  
Twin Valley, MN 56584  
218-584-5151

*Adopted: April 13, 1999*

*Revised: \_\_\_\_\_*

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

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

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

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

### **III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED**

#### **A. Sexual Harassment; Definition.**

- 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or

creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited

to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or unwelcome behavior or words directed at an individual

B. Racial Harassment; Definition.

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition.

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition.

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
  - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition. Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

#### **IV. REPORTING PROCEDURES**

A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but



oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent by the reporting party or complainant.
- D. In the District. The school board hereby designates the Superintendent as the school district human rights officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the School Board Chairperson.
- E. The school district shall conspicuously post the name of the human rights officer, including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## V. INVESTIGATION

By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VII. REPRISAL**

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

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.**

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

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

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

## **X. DISSEMINATION OF POLICY AND TRAINING**

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

**Legal References:** Minn. Stat. § 127.46 (Sexual, Religious and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)  
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)

**Cross References:** MSBA Model Policy 102 (Equal Educational Opportunity)  
MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
MSBA Model Policy 406 (Public and Private Personnel Data)  
MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA Model Policy 515 (Violence Prevention)

**NORMAN COUNTY EAST DISTRICT NO. 2215  
RELIGIOUS, RACIAL, OR  
SEXUAL HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Norman County East District 2215 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Circle as appropriate:    sexual / racial / religious

Name of person you believe harassed or was violent toward you or another person.  
\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person.  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statement (i.e. threats, requests, demands, etc.) what, if any physical contact was involved; etc. (Attach additional pages if necessary). \_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_  
\_\_\_\_\_

List any witnesses who were present. \_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_  
has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_

\_\_\_\_\_  
Date

**Student Handbook Acknowledgement of Review and Understanding**

**(Please sign and return this form to the high school office)**

- o I have read the entire student handbook and understand the expectations, district and school policies, and the school procedures. I understand that by signing this form I am agreeing to abide by the district and school policies and procedures. I also understand the consequences for not following the rules or procedures.
- o I have read the Cell phone/ Electronic device policy, rules, and procedures. I agree to abide by the school and classroom rules. I also understand that I am responsible for acceptable electronic and digital communications. I understand the consequences for not abiding by the school's requirements.
- o I have read and do understand the school district policies relating to acceptable use of the Internet and agree to abide by them. I further understand that any violation of the internet policies is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Signature of student: \_\_\_\_\_ date: \_\_\_\_\_

- o I have read the student handbook and understand the expectations, district and school policies, and the school procedures. My student has read the student hand book and I have taken the time to assure that he/she understands the content. If I have any questions or concerns I will contact the high school Principal as needed. I understand that by signing this form I am agreeing to abide by the district and school policies and procedures. (Each parent or guardian should sign.)
- o I have read the Cell phone/ Nuisance device policy, rules, and procedures. I agree that by allowing my student to possess a cell phone or electronic device in school that I am willing to abide by the school's guide lines for use. I have discussed the school's rules and consequences with my student. I agree to monitor my student's cell phone texts and social media accounts to assure that these tools are used appropriately in a manner that will not be a detriment to another person.
- o As the parent or guardian of this student, I have read the school district policies relating to acceptable use of the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give permission to issue an account for my child.

Signature of  
Parent/Guardian: \_\_\_\_\_ date: \_\_\_\_\_

Signature of  
Parent/Guardian: \_\_\_\_\_ date: \_\_\_\_\_