

JACKSON COUNTY CENTRAL HIGH SCHOOL STUDENT COUNCIL 2009-2010

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Vice-President: Kate Anderson
Secretary: Megan Anderson
Treasurer: Heather Heser

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Treasurer: Abby Moses
Girls' Representatives: Josie Bretzman & Jaci Runksmeier
Boys' Representatives: Joel Hartzler & Sam Hendrickson

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FRESHMAN CLASS OFFICERS

Brady Bass
Jasmine Erickson
Angela Handzus
Brooke Klontz
John Marker
Michelle VanEpps

CLASS ADVISORS

- GRADE 9: CO-ADVISORS:** Laura Bidne & Chris Naumann, Rosemary Rosenberg,
Randy Baker, Tami Egge, Amy Voss, New Science staff member
- GRADE 10: CO-ADVISORS:** Paula Hakes & Tom Schuller, Bob Ruby, Rhonda Stewart,
Kerri Rose, Trent Sukalski,
- GRADE 11: CO-ADVISORS:** Barb Tvineireim & Galen McCarthy, Dwight Adamson,
Kelly Benson, Rox Hample, Dan Winterfeld
- GRADE 12: CO-ADVISORS:** Tim McConnell & Tracy Steiner, Jeff Voss, Barb Fell,
Nate Hanson, Paul Grupe

Class Advisors may schedule class activities through the principal and the Student Council.
All events must be on the school calendar at least one (1) week in advance of the activity.

BOARD OF EDUCATION

Scott McClure, Barb Swoboda-Donnelli, Gary Place,
Kent Ringkob, Mary Bezdicek, Jeff Johnson, John Buschena

JACKSON COUNTY CENTRAL HIGH SCHOOL

Learning is not attained by choice,
it must be sought by order and attended to with diligence.
Abigail Adams

CLASS SCHEDULE

Warning Bell.....	8:12
Period 1	8:15 - 9:05
Period 2	9:09 - 9:59
Period 3	10:03 - 10:53
Period 4	10:57 - 11:47
Period 5A	11:51 - 12:41
Period 5B	12:17 - 1:07
Lunch A.....	12:41 - 1:11
Lunch B.....	11:47 - 12:17
Period 6	1:11 - 2:01
Period 7	2:05 - 2:55

SCHOOL CALENDAR

August 24, 2009	no school Teacher In-Service
August 31, 2009	no school Teacher In-Service
September 7, 2009	no school Labor Day Holiday
September 8, 2009	First Student Day
October 6, 2009.....	Quarter 1 Mid-Quarter
October 15 & 16, 2009	no school Education MN Convention
November 6, 2009	Quarter 1 End
November 19& 23, 2009.....	P/T Conf 4p.m.-8p.m.
November 25, 2009	no school Teacher In-Service
November 26-29, 2009	no school Holiday
December 11, 2009.....	Quarter 2 Mid-Quarter
December 23, 2009	Early dismissal
Dec 24, 2009-Jan 3, 2010	no school Holiday Break
January 4, 2010.....	school resumes
January 18, 2010	no school Teacher In-Service
January 22, 2010	Quarter 2 End
February 11, 2010	Early Dismissal P/T Conf 12:30-8:00pm
February 15,2010	no school President's Day
February 23, 2010	Quarter 3 Mid-Quarter
March 15, 2010.....	no school Teacher In-Service
March 26, 2010.....	Quarter 3 End
April 2-5, 2010	no school Holiday Break
April 30, 2010	Quarter 4 Mid-Quarter
May 31, 2010.....	Memorial Day
June 4, 2010.....	Last Student Day Quarter 4 end
June 6, 2010.....	Commencement Exercises
June 7, 2010.....	no school Teacher In-Service
June 7-11, 2010.....	Built in snow days

Quarter 1	September 8 – November 6	42 days	Mid-Qtr	October 6
Quarter 2	November 9 - January 22	44 days	Mid-Qtr	December 11
Quarter 3	January 25 - March 26	43 days	Mid-Qtr	February 23
Quarter 4	March 29 – June 4	47 days	Mid-Qtr	April 30
	Student Contact	176 days		
	Staff In-Service	6 days		
	Total School Calendar	182 days		

ATTENDANCE

It is the responsibility of the **PARENT TO CALL THE HIGH SCHOOL OFFICE (847-5310 or toll free 1-888-847-5310) PRIOR to the absence** explaining why the student is/will be absent. **Written notes will not be accepted.**

I. Purpose

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

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

II General Statement of Policy and responsibilities

a. Student's Responsibility

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

b. Parent or Guardian's Responsibility

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

c. Teacher's Responsibility

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

d. Administrator's Responsibility

- i. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- ii. In accordance with the regulations of the MN Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. §120A.22, the students of the school district **are REQUIRED to attend all assigned classes and/or study halls every day** school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence.

III. Loss of Credit

After the **fifth accumulated absence** the student's parent/guardian will be notified that further absences not approved by the administration may result in loss of credit. When a student exceeds **ten accumulated absences** (not approved by the administrator) in a Semester he/she will not receive academic credit in the missed class or classes. No loss of credit shall be imposed without the opportunity for an appeals hearing.

A student may appeal the final grade of "no credit" or "F" due to more than ten absences by submitting a **written appeal to the principal within five school days** of notification that loss of credit proceedings has begun. Failure to request an appeal will constitute a waiver of an appeals hearing.

- i. Written notice of intent to take action will be mailed to the student and parent/guardian. Failure to respond to the notification will constitute a waiver of the appeals process. An appeals hearing will not occur and the student will lose credit. If a student has earned a passing grade but loses credit due to attendance, the student's GPA will not be impacted. If a student is failing the class at the time, a grade of "F" will be entered on the transcript.
- ii. If the student and/or parent/guardian choose to continue the appeals process, the school will provide facts, a list of witnesses and a description of their testimony, and the date, time and place of the hearing.
- iii. The appeals hearings are held within five days of the completion of the term unless an extension, not to exceed five days, is requested for good cause by the school district, pupil, parent or guardian.
- iv. The appeals committee will be responsible for addressing all appeals. Appeals hearings will follow normal due process procedures. Committee members will be the Principal, Counselor, Attendance Secretary, and Classroom Teachers.

IV. Attendance Procedures

- a. **It is the responsibility of the parent to CALL THE HIGH SCHOOL OFFICE (847-5310 or toll free 1-888-847-5310) PRIOR to the absence** explaining why the student is/will be absent. Written notes will not be accepted.
- b. **Signing in and out:** Students must have permission from a parent/guardian and a school official before leaving school during school hours. Students who need to leave the school for any length of time during a school day must report to the office before leaving and sign out. They also must report to the office and sign in when they return. Absences of students who fail to sign out/in will be considered unexcused.
- c. **Excused Absences.** The following reasons shall be sufficient to constitute excused absences:
 - i. Illness.
 - ii. Serious illness in the student's immediate family.
 - iii. A death in the student's immediate family or of a close friend or relative.
 - iv. Medical or dental treatment.
 - v. Court appearances occasioned by family or personal action.
 - vi. Religious instruction not to exceed three hours in any week.
 - vii. Physical emergency conditions such as fire, flood, storm, etc.
 - viii. Official school field trip or other school-sponsored outing.
 - ix. Removal of a student pursuant to a suspension. Suspensions are to be handled as

excused absences and students will be permitted to complete make-up work.

- x. Absences resulting from official suspension will be in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56.
- xi. Days during which a student is suspended from school shall not be counted in a student's total cumulated absences.

d. **Consequences of Excused Absences**

- i. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- ii. **Work missed because of absence must be made up within 1 day** from the date of the students' return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
- iii. **If the students' ABSENCE IS UNEXCUSED from school, the student will have two (2) school days to have the absence cleared as excused. After two days, they will be counted as unexcused. Students and parents will be notified that the absence was unexcused.**

e. **UNEXCUSED ABSENCES:** The following are examples of absences which **will not be excused** except by advance approval by administration:

- i. **Truancy**.....An absence by a student which was not approved by the parent and/or the school district.
- ii. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- iii. **Work at home.** (except, by advance approval of school)
- iv. **Work at a business.** (except by advance approval of school)
- v. **Vacations with family.** (except by advance approval of school)
- vi. **Personal trips to schools or colleges.** (except by advance approval of school)
- vii. **Tanning** (except by advance approval of school)
- viii. **Haircuts** (except by advance approval of school)

f. **Consequences of Unexcused Absences**

- iii. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes for truancy.
- iv. Students will not make-up work for credit due to unexcused absence. The teacher may require the student to make-up missed assignments.
- v. Students will be assigned detention or other administrative consequences for unexcused absences which may include in- or out-of-school suspension.

g. **Tardiness.** Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

- i. Reporting Tardiness
 - 1. Students tardy at the start of school must report to the school office for an admission slip.
 - 2. **Tardiness between periods will be handled by the teacher.**

3. **Excused Tardiness.** Valid excused for tardiness are:
 - a. illness;
 - b. physical emergency conditions;
 - c. any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. **Unexcused Tardiness.** An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - a. Consequences of tardiness may include detention after three unexcused tardies.

V. Participation in Extracurricular Activities.

- a. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
- b. School initiated absences will be accepted and participation permitted.
- c. **A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.**
- d. **If a student is suspended from any class, he or she may not participate in any activity or program that day.**
- e. If a student is absent from school due to medical reasons, other than illness, he or she must present a physician's statement. The note must be presented to the school office before the student participates in the activity or program.
- f. In order to attend, practice and/or participate in any school activity after school hours. **In order for a student to participate in practice they must be PRESENT for periods 4-7. In order for a student to participate in any game or activity, a student must be PRESNET for periods 1-7.** Students returning from late games and activities **are expected to be in school the following day.**

VI. Required reporting

- a. **Continuing Truant**
 - i. Minn. Stat. §260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. §120A.22 and is absent from instruction in a school, as defined in Minn. Stat. §120A.05, without valid excuse within a single school year for: three days if the child is in elementary school; or three or more class periods on three days if the child is in middle school, junior high school, or high school.
- b. **Reporting Responsibility**
 - i. When a student is initially classified as a continuing truant, Minn. Stat. §260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following.
 1. that the child is truant;
 2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
 3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. §120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
 4. that this notification serves as the notification required by Minn. Stat. §120A.34;
 5. that alternative educational programs and services may be available in the district;

6. that the parent or guardian has the right to meet with the appropriate school personnel to discuss solutions to the child's truancy.
 7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
 8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. §260C.201; and
 9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.
- c. **Habitual Truant**
- i. An habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
 - ii. The school district shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

ACTIVITY FEES

Each student will be charged an equipment fee for any sport or activity he/she is participating in. In order for a student to get the free/reduced rate, they must **submit an application that qualifies by OCTOBER 1, 2009.** The family maximum fee would still be **\$325.00**. The parent would also have to SIGN A WAIVER allowing the school to share the free/reduced information with the athletic department. The fees were adopted by the JCC Board of Education on 4/20/09.

- **Varsity Football (Grades 9-12)** **\$90.00 --- F/R \$25.00**
- **Other Varsity Sports (9-12)** **\$80.00 --- F/R \$25.00**
- **7th & 8th Grade Sports** **\$55.00 --- F/R \$15.00**
- **Other Participation fees (7-12)** **\$45.00 --- F/R \$15.00**

Fall Play	One-Act Play	Spring Musical
Math League	Mock Trial	Knowledge Bowl
Swing Choir	Jazz Band	FFA Speech

1. Any 7th and 8th grade student out for varsity sports pays the varsity fee.
2. Fees will be waived in cases of undue hardship. The administration will determine each case.
3. No family with more than one child participating in the athletic program in the school district shall be required to pay more than **\$325.00** in any one school year.
4. **The fee must be paid prior to participation in a practice or contest.**
5. Fees can be paid in the athletic office. A receipt will be written for all money turned in.

Refunds

1. When injury or illness prevents continuation in the sport, a refund will be made (provided the injury or illness is substantiated by a physician's statement up until the time of the first contest or public appearance).

2. When a student transfer is made out of Ind. School District #2895 a refund will be made up until the first contest or public appearance.
3. Cut from squad by coach - a refund will be made up until the time of the first contest or public appearance.
4. Refunds will be based on parent/guardian completion of the free and reduced application.

ATHLETIC EVENT RATES

Adults (single event)	\$ 6.00
Students (single event) (K-12)	\$ 4.00
College Students (with I.D.)(single event)	\$ 4.00
Student Yearly Pass	\$ 40.00
Adult Yearly Pass	\$75.00

These rates may be increased as deemed necessary by the Board of Education.

INSURANCE

The Jackson County Central School District does not provide any type of health or accident insurance for injuries incurred by your child at school. Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. If you do not feel your insurance is adequate because of a deductible or co-insurance clause, or if you do not have insurance, we encourage you to review the student insurance program. This plan will provide benefits for medical expenses incurred because of an accident. An explanation of the cost and benefits is available in the high school office.

MINNESOTA STATE HIGH SCHOOL LEAGUE RULES

MOOD-ALTERING CHEMICALS

(as adopted by MSHSL and Local School District)

A. Philosophy and Purpose

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members, or other significant persons in their lives.

B. During the school year, regardless of the quantity, a student shall not: (1) possession or use a beverage containing alcohol; (2) possession or use tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance.

- 1) The bylaw applies to the 12-month calendar year.
- 2) It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

C. Penalties for Athletic Activities

Category I

Football, Basketball, Baseball, Cross Country, Gymnastics, Golf, Volleyball, Wrestling, Cheerleading, Softball, Track

1. First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations

Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

5. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule is allowed to participate and then is subsequently found guilty of the violation.

D. Penalties for Activities in Category II

Category II:

Activities include: FFA, BPA, Swing Choir, Pep Band, Drama: Fall Play, One Act Play, Spring Musical, Knowledge Bowl, Math League, Mock Trial, Student Council, Speech, S.A.D.D., Competitive Cheerleading.

1. After confirmation of a violation, the student shall lose eligibility to participate in all Category II Activities for a period of three (3) consecutive weeks without consideration to the number of activities which are missed.

2. If, during this three (3) week period, the student is not involved in any Category II activity, the penalty will be to forfeit the first contest of any future activity.

DIST. 2895 FOOD SERVICE PROGRAM

The Jackson County Central Independent School District #2895 has computerized the Food Service Program. Lunch accounts are district wide so one payment to the family account will be available to all student accounts in that family, regardless of which buildings are involved. All students are strongly encouraged to maintain a positive balance at all times. If a negative balance occurs, this will be allowed for up to **three days**. All payments will be applied to negative balances first. To find out the status of your account balance at any time during the school year you may call the district office or log onto the On-Line Parent Access through our school web page. If an unforeseen situation arises that makes payment difficult, please contact the school.

High School Food Service Prices:

Regular Breakfast	\$1.35
Reduced Breakfast	\$.30
Regular Lunch	\$2.10
Reduced Lunch	\$.40
Extra Milk	\$.50

The JCC School District operates a closed campus, including lunch. No students are to leave the school premises at any point during the school day.

**ACADEMIC CODE FOR STUDENTS INVOLVED IN
EXTRA-CURRICULAR ACTIVITIES**

The various activities programs at JCC High School are designed to supplement our classroom offerings. Thus, students are encouraged to participate in one or more of the many sports, fine arts or music activities as a means of developing their skills in areas of special interest. The staff, administration and school board feel strongly that an individual student must maintain certain academic standards in order to participate in the activities offered by the school. They must be successful in the classroom as well as in the activity if a whole scale benefit can be achieved.

While it is a goal of the school to provide opportunities for all Jackson County Central High School students, it must be remembered that these activity opportunities are special privileges which are not required by law and exist only as a result of the concern and generosity of the school district. Students in these activities often represent the school at community, area and state competitions. Many activities require that the students be given special benefits and personal responsibilities; therefore, a special relationship of trust must exist between the student and the school. Subsequently, the high school places eligibility requirements on participation in extra-curricular activities sponsored by JCC High School.

- 1) Students will be expected to maintain an acceptable grade point average per quarter and be free from any failing marks posted during any grading period.
- 2) At the end of each quarter all students in the middle and high school must have a quarterly **grade point average of 2.0 or higher** to be eligible to participate in extra curricular activities.
- 3) At the end of each quarter all students in the high school must **not have received a failing grade** in any class to remain eligible for participation in extra curricular activities.
- 4) Students who drop a class without the consent of the classroom teacher will be given an "F" for the quarter or quarters. The fail grade will affect eligibility. Students may drop classes during a drop period at the beginning of each semester without penalty.
- 5) Any student who falls into either category 2 or 3 will become academically ineligible to participate in extra curricular activities.
 - a) When a student becomes academically ineligible that student will not participate in games or activities until the eligibility date of the following quarter. At this time the students' progress will be measured to determine academic progress and eligibility.
 - b) During the time of ineligibility the student would be expected to continue to attend all practice sessions as established by the coach or advisor.

The extra curricular activities which will be subject to academic eligibility are: All Athletic Events, Cheerleading, One-Act Play, Fall Play, Math League, Knowledge Bowl, Jazz Band, Choral/Swing Choir, Pep Band, Student Council, Musical, Competitive

Speech, Mock Trial, and Spring Musical

- c) Students who are ineligible at the end of the previous school year cannot appeal their participation in the fall activity. They will sit out one scheduled event in the fall.
- d) This policy will include the fourth quarter grading period. To determine a student's eligibility for the 2009-2010 school year, the eligibility dates are as follows:

Eligibility date

quarter 1	November 27, 2009
quarter 2	February 12, 2010
quarter 3	April 16, 2010
quarter 4	as established by the School Dist. calendar for the 2010—2011 school year.

This policy is for students in grades 9-12. The following examples may help to clear up any misunderstanding of this recommendation and demonstrate its' application to academic performance.

- 1) Student receives a failing grade at the end of the 1st quarter. That individual is academically ineligible until the eligibility date of the second quarter. At this point the teachers assess the students' progress, and if the student is passing all grades and is completing the class work at or above the 2.0 level, then the student will be declared academically eligible and be placed in good standing.
- 2) At the end of the third quarter a student's quarterly grade point average falls below the 2.0 level. At that point the student is academically ineligible until the eligibility date of the fourth quarter at which time the student's standing is reassessed.
- 3) The grades for the fourth quarter are posted and a student has received a failing grade in one class. That student is academically ineligible beginning with the first quarter of the following school year until the eligibility date of the first quarter. At that time if the student is receiving a failing grade in a class, that student will remain ineligible until the end of the first quarter when the grades will be posted. At that time the student may become eligible based upon their academic performance.
- 4) Students with an IEP are excluded from this policy. Students with IEP's will have a team meeting to determine academic eligibility.

APPEAL PROCESS

Any student, who feels that there are mitigating circumstances which contributed to his/her ineligibility, is asked to write a letter to the principal asking for a hearing after the eligibility date. The principal and the counselor will determine whether the appeal is warranted. If an appeal hearing is scheduled, the participants will be:

- 1) The student
- 2) A representative for the student - may be any individual chosen by the student
- 3) The principal
- 4) The high school counselor
- 5) One other in-season coach or advisor chosen on a rotating basis. A list of coaches and advisors will be kept in the principal's office. Advisors are defined as the individual that is the supervisor for a particular activity, i.e.: math league, FFA, student council, etc.
- 6) Athletic Director and current classroom teachers.

CREDITS AND GRADE POINT AVERAGE (G.P.A.)

Credits at Jackson County Central Senior High School are counted toward graduation and grade point average (G.P.A.) toward class rank. The G.P.A., for honor roll purposes, is figured as follows:

A.....	4.00	C.....	2.00
A-.....	3.67	C-.....	1.67
B+.....	3.33	D+.....	1.33
B.....	3.00	D.....	1.00
B-.....	2.67	D-.....	.67
C+.....	2.33	F and all other grades	- 0

Students who receive a grade less than a C- will not be on the quarterly honor roll.

All students who take PSEOP classes along with high school classes have an obligation to their high school classes first. High School end of semester testing must take place by all students in order to attain credit for those classes.

DROP/ADD COURSE

Students may drop a course or add a course during the first week of the semester only. After the first week, a student must obtain the instructor’s permission before a course will be dropped or added.

GRADUATION REQUIREMENTS

To graduate from JCC High School, students in grades 11 & 12 this year must earn a minimum of forty-seven (47) credits. Starting with the graduation class of 2012-students must earn a minimum of fifty (50) credits to graduate. A breakdown of the graduation credit and prescribed course requirements is as follows:

Graduation Credit Requirements

<u>2009-2010 Classes</u>	<u>credits grades 11 & 12</u>	<u>credits grades 9 & 10</u>
Fine Arts	2	2
English	8	8
Social Studies (at least 1 Economics)	8	8
Mathematics	6	6
Science (at least 2 Biology)	6	6
Physical Education	2	2
Health	2	2
Electives	13	16

Graduation course credits must include: Social Economics or Ag Economics. Science credits must include two (2) credits of Biology. Fine Arts credits include Band, Choir, Graphics, and all Art classes.

Elective Courses: Students graduating in 2010 & 2011 must select enough credits per year to total forty-seven (47) credits. Students graduating in 2012 and after must select enough credits per year to total fifty (50) credits.

We suggest taking twelve (12) credits or more per year.

Specific Course Requirements: For specific course requirements, consult your registration handbook.

All students must successfully complete all additional requirements associated with the Minnesota Graduation Standards Rule.

Minnesota State Testing Requirements: All state tests must be passed by each graduate

COMMENCEMENT/graduation

1. Students receiving a High School Diploma or Certificate of Attendance will be invited to participate in graduation ceremonies.
2. Honor students will receive special recognition during commencement exercises.
3. Honors recognition (cumulative GPA of 3.400 to 3.699, high honors recognition (cumulative GPA of 3.700 to 4.000)
4. Planning of commencement exercises will be the responsibility of the school.
5. The Jackson County Central Public Schools Board of Education, together with the Superintendent of Schools and High School Principal, reserves the right to deny students commencement participation rights if deemed necessary and appropriate.
6. Students not completing the prescribed requirements will not be allowed to participate in commencement.

GRADING STANDARD

Jackson County Central High School has a high commitment to the quality of the course content and student progress within the classroom itself. We believe that all students should have the opportunity to experience a rigorous program to achieve success and be challenged in their academic efforts toward their classroom developing a level of readiness for college. One of our goals is to see that every student will graduate with the understanding necessary to enter post secondary education without remediation. We believe that as a student progresses through high school, the student will experience a grading standard of high school courses which is in alignment with post-secondary expectations.

We believe that this alignment will prepare students for college success when entering the post secondary settings developing a high understanding of college expectations. The depth of student growth is aligned with the expectations of college instructors to think critically, develop and support arguments, interpret results, solve complex problems and generally think deeply about what is being taught. This requires the student to move at a faster pace, be self-reliant, and know when and where to ask for help.

The teachers will establish a grading scheme within their courses to achieve these expectations. This plan will include the value and weight given to all areas of the classroom setting including assessments, daily work, classroom participation, timelines of projects and presentations. The teacher will also establish a criteria for acceptance of late work and missing or unfinished assignments. Attendance may be considered as a grading factor in the classroom as well.

The conditions of the classroom expectations and grading lay in the discretion of the classroom teacher. The components of the class will be developed in the course syllabus and provided to the students at the beginning of the term.

HONOR ROLL

Following the end of each quarter, the A and B honor rolls will be published in the Jackson County Pilot and the Lakefield Standard.

1. A student needs a 3.000 to make the "B" Honor Roll and a 3.670 to make the "A" Honor Roll.
2. No students receiving a grade of D or F will be allowed on the honor roll.
3. Class rank is determined by the cumulative G.P.A.
4. A student's G.P.A. determines whether or not a student will be considered an Honor Student during commencement exercises.
5. Honor student class rank determination will be made following the final semester of grade 12.
6. Student assistants do not receive a grade.

INCOMPLETES, WITHDRAWALS AND FAILURES

Incompletes:

1. **All incompletes must be made up within two weeks** following the end of the marking period. In cases of emergency, illness or other legitimate reasons, additional time may be allotted by the teacher.
2. If a student does not make up the incomplete during the allotted time they will be given an "F" unless the teacher chooses to issue a grade other than an "F".
3. Incomplete grades, when changed to a final grade, will affect student's GPA and eligibility.

Withdrawals:

1. Students may drop a class during the **first week** of the semester if sufficient grounds are given for a class change.
2. Any student dropping a semester course at the end of a quarter will be given an "F" unless the teacher involved initiates the change and agrees that it is in the best interest of the student to make a class change.

Failures:

1. Any student who fails a semester or year long required class must make up the class as soon as possible. Under normal circumstances, the student will retake the class the following year.

PLAGIARISM AND CHEATING

Students are expected to do their own work and turn in work using proper standards of writing.

1. Cheating - Students will receive no credit for any work or testing on which they have been caught cheating.
2. Plagiarism - "The act of stealing and passing off as one's own (the ideas, words, and writings of another.)" Students must give credit to other authors and/or other persons for ideas, words, writings, etc. Plagiarism is considered cheating. Students will receive no credit for assignments plagiarized.
3. Students will be referred to the Principal for further disciplinary action.

REPORT CARD INFORMATION

All end of quarter report cards will be mailed to the parent/guardian at the end of each quarter. Mid-quarter reports will be made available upon request.

ON LINE PARENT ACCESS

On-Line Parent Access is available to all parents of High School students. Current grade progress, lunch account information, attendance, and direct e-mail to staff members is all accessible. You can access this at www.iccschools.com. Click on "On-Line Parent Access" and follow the instructions you will find there. To use the On-Line Parent Access you must first contact the School via email to set-up an account. When you contact the school, include in your message the name and grade of each of your children, the parent password you want to use, and a daytime phone number where you can be reached. The school will respond to your e-mail when the account is setup to verify the information. In the meantime you could download the instructions on how to use Parent On-Line.

ACADEMIC LETTER

JCC High School has instituted a renaissance program which recognizes the academic achievement of high school students. Any student who earns a 3.4 G.P.A. from second semester one year and a 3.4 G.P.A. from first semester the following year will be awarded an Academic Letter.

1. For the first letter, students will receive a letter and a certificate.
2. On the second and subsequent times that they letter, a bar will be given.
3. Grade point average (G.P.A.) points will not be given for T.A.'s.
4. The Academic Award will be given out once a year at the end of Semester I at an Honors Program.

AUDITORIUM

The Auditorium will be closed during the school day unless an instructor has made prior arrangements.

BEHAVIOR - SOCIAL

Students are asked to demonstrate appropriate social behavior during school and related activities. This is appropriate behavior and actions which are acceptable to the general public and are not disruptive or harassing. Warnings will be issued to students whose actions fall into this area.

BEHAVIOR - STUDENT

Students are not permitted to engage in the following activities. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity.

CONSEQUENCES: The definitions below define unacceptable student behavior. The consequences for the violation may include a student conference and parent notification, and may include, but are not limited to parent conference, restitution, and detention and out-of-school suspension. "Suspension" is defined as out-of-school suspension—action taken by the school administration to prohibit a student from attending school for not more than ten school days. "Expulsion" is

action taken by the Board of Education to prohibit a student from further school attendance up to twelve months. The principal may impose or recommend longer suspensions, expulsion, or any other disciplines as appropriate on a case by case basis. This specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

1. **Abuse, Verbal**—Arousing alarm in others through the use of language that is discriminatory, abusive, obscene or threatening or failing to identify oneself toward a staff member or student.
2. **Alcohol or Chemicals, Possession or Use**— Possessing or using any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. If there is reasonable suspicion for consumption of drugs and/or alcohol, a student may be requested to participate in a urinalysis. Law Enforcement may be notified.
3. **Ammunition, Possession**— Possession of bullets or other projectiles designed to be used in a weapon. Law Enforcement may be notified.
4. **Assault, Physical**—Acting with intent to cause fear in another person or immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person. Law Enforcement may be notified.
5. **Assault, Verbal**—Verbal confrontation with a student or staff member which is intended to cause fear of bodily harm or death. Law Enforcement may be notified.
6. **Burglary**—Entering a building or vehicle without consent and with intent to commit a crime, or entering a building or vehicle without consent and committing a crime. Law Enforcement may be notified.
7. **Bomb Threat**—Willful intent to arouse suspicion that a bomb is in or on school property. Law Enforcement may be contacted. (506 VIA 17)
8. **Chemicals, Possession With Intent to Distribute or Sell**— 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. Law Enforcement may be notified.
9. **Dress and grooming**—Clothing may not include words or visuals which are obscene, abusive or discriminatory, or which advertise narcotics or dangerous drugs. This also includes any gang related clothing, articles, emblems and clothing symbols.
10. **Driving - Careless or Reckless**—driving on school property in such a manner as to endanger persons or property. The consequences may include the revocation of parking on school property. Law Enforcement may be notified.
11. **Fighting**—Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbal and/or physical action.
12. **Fire Alarm, False**—Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm. Law Enforcement may be notified.
13. **Fire Extinguisher, Unauthorized Use**—Unauthorized handling of a fire extinguisher.
14. **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 based on their racial, cultural or religious background, their sex or/and disabilities they may have.
15. **Insubordination**—Willful refusal to follow an appropriate direction or order given by a staff member.

- 16. Parking Lot**—Students who wish to park their cars in the school parking lot will have their vehicles registered in the office. Each vehicle will display a parking lot sticker that will be issued at the time of registration. Cars that do not have a parking lot sticker will be subject to being towed at the owner's expense.
- 17. Theft, or knowingly Receiving or Possessing Stolen Property**—Unauthorized taking of the property of another person, or receiving or possessing such property. Law Enforcement may be notified.
- 18. Tobacco**—Possessing or using tobacco in district buildings, on district grounds, in district vehicles or at district events, is in violation of district administrative regulation 419 IV B, Tobacco Free Environment.
- 19. Vehicle, Unauthorized Use**—Occupying or using vehicles during school hours without parental permission and school authorization. The consequences may include the revocation of parking on school property. Law Enforcement may be notified.
- 20. 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 in which is it used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. Law Enforcement may be notified.
- 21. Willful damage of Property (Vandalism)**—Defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the students is on school property, at a school activity, in a district vehicle or under the supervision of school staff. Law Enforcement may be notified if damage is in excess of \$50.
- 22. Misuse of Technology**—Tampering with hardware or software or inappropriate use of available data in a school setting including the inappropriate use of the Internet access.

BEHAVIOR AND EXPECTATIONS

Students are expected to demonstrate appropriate behavior in the school, in the classroom and at all school activities. Good behavior is necessary to provide an environment that is pleasant for education and healthy for learning.

The following expectations will help to insure that the educational environment will be pleasant and healthy for all students:

1. be present in class daily and on time.
2. Be prepared for class by bringing all material with you.
3. be attentive and participate in class and make a successful effort.
4. Show respect for teachers, other students, and property of school and others. Do not use offensive language to staff members or other students.
5. Follow directions of teachers and others.
6. Take care of school property and help keep the school clean and neat.
7. Be a good role model for each other.
8. Take pride in yourself, your school, and your education.
9. Students are not to wear hats during school hours.

Students who demonstrate behavior that is inappropriate and disturbs the education process will

be referred for disciplinary action.

The student behavior policies are guides to appropriate conduct acceptable for students of JCC High School. Consequences for violations of these policies will include a notice to the parents. The principal may impose or recommend longer suspensions, expulsion, or any other disciplines as appropriate on a case by case basis. Detention should be served with the staff member who has assigned it. A teacher will be in attendance to supervise students at all times. Students will be productively involved during detention, reading library materials or doing homework. There will be no socializing or sleeping during detention. If the detention is not completed with the teacher, the incident will be considered insubordination. Detention assigned by the principal must be served after school by the end of the week it has been assigned. Failure to meet this obligation will result in suspension. When corrective action taken by the teacher has failed or the rule infraction is of a serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal will depend on two factors:

1. Previous disciplinary record of the student.
2. The seriousness of the offense.

A conference will take place and a behavior contract may be used. Following consequences may be imposed on the student based upon the incident and parent notification may take place. Disciplinary action may include, but is not limited to, one or more of the following:

1. Classroom warning/detention assigned
2. Conference & detention
3. in-School Suspension
4. Out of school suspension
5. Alternative Education Placement
6. Expulsion
7. Restriction of privileges or loss of privileges

BULLYING, HARASSMENT AND VIOLENCE, HAZING

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not

only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

III. DEFINITIONS

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

- A. "Bullying" means 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 performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a student;
 - 2. damaging a student's property;
 - 3. placing a student in reasonable fear of harm to his or her person or property; or
 - 4. creating a hostile educational environment for a student.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" means all school district build-

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

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. 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.
- C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the

Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

413 - HARASSMENT AND VIOLENCE

I. PURPOSE

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

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment: Definition.

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment: Definition.

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

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

C. Religious Harassment: Definition.

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

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

D. Sexual Violence: Definition.

1. Sexual violence is a physical act of aggression or force or the threat thereof which in-

volves 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 a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district 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 or the school district human rights officer by the reporting party or complainant.

- D. In the District. The school board hereby designates the Superintendent as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

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

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of 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.

526 HAZING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or

other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

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

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

CHURCH NIGHT

Wednesday is designated as church night in Jackson and Lakefield. Activity advisors are to be certain that no school activities occur after 6:00 p.m. Every effort has been made to avoid scheduling any events which involve JCC students on Sunday. Any exceptions to Wednesday activities must be approved by administration. Please contact the High School office concerning any question.

CLOSED CAMPUS

JCC High School is administered as a closed campus. That means students shall remain on school premises from the time they first arrive at school at the start of their school day, including the noon period, until they are dismissed at the close of the school day. During this time **no student shall leave the school** without written authorization from his/her school principal or designee. Students are not to be in their cars during the school day. A student who violates this policy shall be subject to the provisions of the school's discipline policy. Violations will fall into disciplinary policies for unexcused absence.

COLLEGE VISITS

Seniors planning to use a college visit day should **schedule this through the counseling office**. This should be done no later than one day in advance of the intended visit. College visits may be considered unexcused if the proper procedures are not followed. Parents are to call the high school main office to report this absence from school.

DRESS AND GROOMING GUIDELINES

All students in school should become aware of the importance of being neatly and sensibly dressed. A student who is neatly groomed and dressed tends to take his/her schooling more seriously, and as an end result, there are fewer behavior problems in and out of the classroom. It is important that students develop good practices in grooming and in good citizenship. It is reasonable to expect that all students would present an appropriate appearance during school hours.

The following guidelines apply:

1. Clothing must not be hazardous to health or safety.

2. Clothing must be decent by reasonable standards.
3. Appearance must not be disruptive to the normal operation of a classroom.
4. Clothing or shoes must not be such as to cause damage to school property.
5. Students are allowed to wear shorts in school. The length of the shorts should be consistent with good taste and proper judgment.
6. Buttons or insignia on clothing may not be worn which displays obscenity, advertises alcohol, drugs or smoking, or promotes its use.
7. Hats, caps or bandanas are not to be worn in the school building during the school day.
8. Any clothing with derogatory, offensive, or suggestive pictures or slogans is not allowed.

It has been decided by the administration team of School District #2895 that no students will be allowed to wear any gang-related clothing. This includes low rider pants, sagging pants, wearing of bandanas, belts that hang down, & groups dressing alike, etc. This determination of inappropriate wear will be made by the administration. This pertains to all school sponsored events, home & away.

FAMILY RIGHTS AND PRIVACY ACT

According to Public Law 93-380, the "Family Rights and Privacy Act of 1974" public notice must be made by the Board of Education of intent to disclose to the press, media, and other authorized by the school personally identifiable data designated as directory information. Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events. The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's principal within 15 days after notice is given. This information will be entitled directory information:

1. The student's name
2. The names of the student's parents
3. The student's grade level completed
4. The student's extra-curricular participation
5. The student's achievement awards or honors
6. The student's weight and height if a member of an athletic team
7. The student's photography if available
8. The student's dates of school attendance
9. The school or school district the student attended before he or she enrolled in the JCC Public Schools.
10. The school district will provide the name, address and telephone listing of secondary students to military recruiters upon request unless the parent has requested the information not be released to military recruiters without prior consent.

FIELD TRIPS/ACTIVITIES

Advisors, who wish to have students released from school for related events and activities, will provide classroom teachers with a list of student participants. Make-up slips for these school related absences will not be necessary. It is the student's responsibility to make sure that all make-up work is completed. These students will not be considered absent from class for participating in these activities.

FIRE DRILLS / TORNADO DRILLS / MOCK LOCK DOWNS

State of Minnesota regulations mandate fire drills, tornado drills and Mock Lock Downs during the school year.

Fire drills will occur periodically throughout the year, primarily in good weather. The initial fire drill will be pre-announced in the fall, giving teachers adequate time to inform students of procedures, routes, etc. Students are required to leave the building with their class or study hall. Any person turning in a false fire alarm will be subject to prosecution by the State Fire Marshal, as well as subject to disciplinary action in accordance with the school discipline policy.

Tornado Drills will be held in the spring of the year. All students and staff are to report to the lower level storage area on the west end of the commons area.

Mock Lock Downs will be performed at least five (5) times a school year. All students and staff are required to remain in their classroom, lock the door, turn out the lights, and stay away from the doors and windows.

HALLWAY PASSES

Students are expected to be in the classroom unless excused by the instructor. Any student in the hallway during assigned classroom hours must have a "student pass" from a teacher.

IMMUNIZATION REQUIREMENTS

GENERAL STATEMENT OF POLICY:

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

STUDENT IMMUNIZATION REQUIREMENTS:

No students may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in a secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements.

1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.

IN-SCHOOL SUSPENSION RULES

1. No eating or drinking of food or beverage
2. Quietness - no talking will prevail. Students serving in-school suspension are to complete assignments and keep up with their class work. Class work must be completed on the day of return to class(es). Failure to make up the work may result in the lowering of the final grade.

3. Access to computers, A-V equipment, and reading material will not be allowed unless required as part of an assignment.
4. Radios, tape players, cell phones, i-pods, etc. are not permissible.
5. One five minute bathroom break will be granted in the morning and afternoon. The break will not coincide with regular passing time or with other suspension students.
6. Failure to adhere to these rules will result in additional disciplinary action.

LOCKERS

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. During the course of the school year, a canine unit may be requested to search the school property including lockers, storage areas, and parking lot without advanced notification.

LOST OR DESTROYED BOOKS/MATERIALS

1. An amendment to Minnesota Statutes §120.101 provides schools may charge for lost or destroyed textbooks, workbooks or library books. To do so the school must annually notify students and parents or guardians of the policy to charge a fee. The notice is as follows: "The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students."
2. Students will be required to pay replacement costs for lost or damaged school property.

OVER THE COUNTER MEDICATIONS

No students are to carry over the counter medications on their persons or store them in their lockers. All medications must be brought to the high school main office and left with the secretary or school nurse. A form must be signed by the student and the parent before medications will be distributed. All medications will be given according to package directions or doctor's medical approval. Under no circumstances will any medications be issued to anyone other than the intended student.

NUISANCE DEVICES OR OBJECTS

Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, radios, pen lights, cell phones, i-pods, etc. **are prohibited for use by students during class time.** Continued failure to follow this directive will be considered an insubordinate act and will be referred for disciplinary action. Any devices being used during class time will be confiscated and returned at a later time. All nuisance items brought to the main office will be recorded. On the first offense, students can pick their item up at the end of the school day. All following offenses students will pay a fine of \$5 to retrieve their item. This fine would be in place for each offense after the first one.

OUT OF TOWN FUNCTIONS

1. Students representing the school in out of town activities must travel to and from that activity in school sanctioned transportation.
2. Any and all exceptions must be approved in advance by the principal and faculty activity advisor. In such cases, a note from a parent requesting special travel arrangements must be presented to the principal and, in turn, the coach or advisor will be notified.

PEER MENTORING PROGRAM

Students who are not making progress in their classes will be referred to the peer mentor program. The peer mentors, other high school students, will meet with their mentee daily until the student has regained their educational progress in their classes. The students will be referred to the mentor program when their grades are below passing in more than one class, are behind in the completion in class work in more than one class, or need the additional support to continue their learning process. The mentee's will be in the program until they can demonstrate passing grades at which time they will be returned to their study hall.

REMOVAL OF STUDENTS FROM CLASS

Teachers have the responsibility of attempting to modify disruptive student behavior. When interventions fail or when the teacher determines it is appropriate the teacher shall have the authority to remove the student from class and assign detention. The principal, teacher, and student will meet to determine the length of classroom suspension and appropriate plans for readmission to class. Grounds for removal from class shall include willful:

1. Conduct which disrupts the rights of others to an education.
2. Conduct which endangers school district students, employees, or property.
3. Violations of any school rules, regulations, policies, or procedures.
4. Conduct which requires removal of student.
5. The student when removed from class must report to the principal's office.

SCHEDULING OF SCHOOL EVENTS

1. All activities in/on Senior High School facilities must be scheduled through the advisors of these activities, the high school office, and the Community Education Director.
2. Scheduling should be made no less than one week in advance to allow for appropriate planning.
3. No activities will take place unless the advisors are informed and participate in the supervision of the activity.

SCHOOL BUS DISCIPLINE POLICY

Students are expected to be responsible for behavior on the bus. Misbehavior could result in the bus driver being distracted, and safe operation of the vehicle in jeopardy. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and discipli-

nary action will be taken in accordance with these guidelines. It is the parent's responsibility to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior. The primary responsibility of the driver is to safely transport students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided.

Behavior Guidelines and Consequences

Throwing objects out of bus, Lighting matches or lighter Assault, Harassment, Failure to remain seated, Disobedience to driver, Littering, Throwing objects on bus, Unacceptable language, Vandalism, Excessive mischief, Fighting, Smoking.

Dangerous Behavior Clause

If a student performs an act that obviously jeopardizes the safe operation of the bus, or endangers the safety of others, the driver may suspend the student from riding the bus. Fighting, vandalism and possession of a weapon will result in immediate suspension. An official at Southwest Coaches, Inc. or District Bus Supervisor will attempt to notify the parent/guardian, and the appropriate school administrator of this action. Riding privileges cannot be reinstated until a conference is held with Southwest Coaches, Inc., student, school administration, and parent/guardian. The above behaviors will not be permitted on the bus.

Consequences for Infractions

First Offense: Southwest Coaches, Inc. or the District Buses notifies parent, identifies the infraction, and writes pupil transportation incident report with copies to the parent/guardian and school. Parent/guardian will sign and return one copy to Southwest Coaches, Inc.

Second Offense: Southwest Coaches, Inc./District Buses notifies parent, identifies the infraction, and writes pupil transportation incident report with copies to the parent/guardian and school. The second infraction results in loss of riding privileges for five school days. The parent/guardian and student must attend a conference with Southwest Coaches, Inc. and the School Administration before the riding privileges are reinstated.

Third Offense: Southwest Coaches, Inc./District Buses notifies parent, identifies the infraction, and writes pupil transportation incident report with copies to the parent/guardian and school. The third infraction could result in the loss of riding privileges for the balance of the school year.

SCHOOL CLOSING/LATE START—INCLEMENT WEATHER

CLOSING

1. When transportation facilities are tied up due to inclement weather, the school may be closed at the discretion of the superintendent. We will try to have morning announcements before 7 a.m. Notices will be aired over the following radio stations:
 - KKOJ-(1190 AM) Jackson
 - KRAQ-(105.7 FM) Jackson
 - KWOA-(95.1 FM) Worthington
 - KICD-(107.7 FM) Spencer
 - KDOM-(94.3 FM) Windom
 - KFMC-(106.5 FM) Fairmont
2. In the event that school is closed due to inclement weather, all practices involving students

will also be canceled.

3. In the event that students are sent home from school due to inclement weather, no formal practices will be held.
4. Exception must be cleared through the superintendent.

SCHOOL RECORDS

You and your parents/guardians have the right to know what your school records contain about you. You and your parents/guardians have the right to know who has access to these records and why. Your records will not be disclosed to people outside of the school without you or your parents/guardians knowledge and permission, except by court order.

STUDY HALL GUIDELINES

1. Sign-out privileges to the library, locker, and/or restroom will be available to students at the discretion of the teacher. Students are reminded that they must sign in and out of the media center.
2. No student is allowed to leave study hall for another classroom without a pass in advance from the teacher involved. The student will not be counted absent.
3. Students wishing to come to the high school office or guidance office during study hall should secure a pass in advance from the office.
4. Individual study hall rules will be developed by the supervising teacher.
5. Study hall is considered a place to study. All students should bring appropriate study materials. Visiting is not appropriate.
6. Study Hall restrictions will be enforced if a student's academic progress is not satisfactory or if the student fails to complete disciplinary obligations.

SUSPENSION/READMISSION PLANS

Students who are suspended from school are not to be on school property during the period of suspension. This includes any after school activities and events including dances, games, programs, etc.

TOBACCO USE/POSSESSION

Possessing or using tobacco or tobacco related devices in district buildings, on district grounds, in district vehicles or at district events, is in violation of district administrative regulation 419 IV B, Tobacco Free Environment. Students in violation of this policy will be subject to disciplinary action.

TRESPASSING

The trespassing statute, Minnesota Statutes §609.609, added a provision making it a gross misdemeanor for a group of three or more persons to be found in a school building unless the persons:

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

In addition, a person is in violation of this policy if they refuse to leave the school building after being told or asked to leave.

WEAPONS

The School Board of District 2895 recognizes the need to provide safe and secure schools throughout the District. Safe and secure schools lead to effective teaching/learning situations. This, in turn, leads to positive outcomes. The presence of weapons creates an environment that is opposed to what schools believe. This policy includes all school related areas including parking lots, athletic fields, buses, etc. and vehicles which may be parked on school property.

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff, and the public.

II. GENERAL STATEMENT OF POLICY

A. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITION

A. "Weapon"

i. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

ii. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

iii. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's

location.

- B. It shall not be a violation of this policy if a non student falls within one of the following categories:
 - i. licensed peace officers, military personnel, or students participating in military training, who are performing official duties.
 - ii. persons who carry pistols according to the terms of a permit;
 - iii. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, Sections 624.714 and 625.715 or other firearms in accordance with Section 97B.045; Section 624.714 specified procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 625.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.” Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; or (2) unloaded and in the closed trunk.
 - 1. firearm safety or marksmanship courses or activities conducted on school property.
 - 2. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard.
 - 3. a gun or knife show held on school property; or
 - 4. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal.
 - 5. Policy Application to Instructional Equipment/Tools.
- C. While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to non students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district and the school take a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 - i. immediate out-of-school suspension;
 - ii. confiscation of the weapon;
 - iii. immediate notification of police;
 - iv. parent or guardian notification; and
 - v. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion.
- D. While the school district and the school takes a “Zero Tolerance” position on the posses-

sion, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON STUDENTS

A. Employees

- An employee who violates the terms of this policy is subject to disciplinary action, including non renewal, suspension, or discharge as deemed appropriate by the school board.
- Sanctions against employees, including non renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreement, and school district policies.

VII. WHEN AN EMPLOYEE VIOLATES THE WEAPONS POLICY, LAW ENFORCEMENT MAY BE NOTIFIED, AS APPROPRIATE.

A. Other Non-students

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