

New York Mills HS Student Handbook

Administrative Personnel	1	Overnight Trips Pep Fests Prom School Dances Sportsmanship State Tournaments Student Council
Academic Topics	2	
Academic Honesty Policy Auditing a Class Credit for Outside Learning Dropping or Adding a Class Dual Grading Policy Help from Teachers Minimum Requirements for Graduation Release Time Report Cards Scholastic Achievement & Eligibility Standardized Tests Your School Records		
Attendance Topics	7	
Attendance Information Attendance Policy Class Schedule Lockers Perfect Attendance Permit to Leave the Building Suspension		
Conduct Topics	11	
Damage of School Property Misconduct/Insubordination School Bus Riders Rules Student Code of Conduct Theft/Vandalism		
Extra-Curricular & Co-Curricular Activities	14	
Activity Attendance Eligibility Rules Extra-Curricular & Co-Curricular Transportation Family Night Late Bus MSHSL & Eligibility Rules National Honor Society		
		Notices/Policies 22 Acceptable Use Policy for Internet Athletic Issued Equipment Antipollution Backpacks/Bags Canoe Trips, Hay Rides, Car Washes Care of Books/Supplies Closing of School Correction Fluid Drivers Education Electronic Devices Fire Drills & Evacuations Gym Shoes Health Services Homecoming Hot Lunch Program Non-Discrimination Policy Noon Hour Pest Control Public Register / Directory Information School Discipline Policy School Parties School Trips Solicitation on School Property Senior Class Trips Sexual Harassment & Violence Bullying Policy Solicitation on School Property Student Insurance Plan Telephone Use of Gym Facilities Visitor Guidelines

Administrative Personnel

Mr. Blaine Novak, Superintendent
Ms. Michelle Young-LeCoustre, High School Principal

Teaching Personnel

<p>High School Faculty Mrs. Blomberg - Special Education Mr. Boe - Social Studies Ms. Brock - English Mrs. Cooley – Mathematics Mrs. Drake - Science Mrs. Dresser - English Mr. Dunrud - Physical Education Mr. Ekren - Science Ms. Everson – Business Mr. Geiser –Math Ms. Huwe – English Ms. Huwe – Spanish</p>	<p>Mrs. Insaude - Vocal Music Mr. Jabas – Mathematics Mr. Koll - Agriculture Mrs. Kunza - Special Education Mr. Niemi - Industrial Technology Mrs. Olson – Art Mr. Paavola – Special Education Mrs. Raser – Guidance Counselor Ms. Robertus - Instrumental Music Ms. Rudnitski - Special Education - Social Studies Mrs. Saewert – Family Consumer Science Mr. Sorensen - Social Studies Mrs. Wacker - English</p>
---	--

Your teachers, counselor, principal, and superintendent are each here to help you prepare for your future. Take advantage of the wealth of educational material around you during your high school years. Use every opportunity to grow culturally, intellectually, and socially. Now is the time to plan and build your career!

Academic Topics

Academic Honesty Policy

A. Philosophy

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Stress may propel students to make unethical choices. When students choose to cheat and plagiarize, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extracurricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating and plagiarism rob students of their opportunity to become competent. Plagiarism also interferes with the assessment and feedback that is necessary in order to promote academic growth. Assignments should be considered individual unless the instructor states otherwise.

B. Definition of plagiarism and cheating

Plagiarism or cheating is the use of and representation of other people's words and ideas, in whole or in part, as the student's own work. This definition applies to words or ideas taken without proper acknowledgement from any source.

C. Some common forms of academic dishonesty are the following:

Copying verbatim – Copying words, expressions or ideas directly from another source (such as a book or article, the internet, or another person) without giving proper credit to the author

Paraphrasing – Borrowing written ideas from a source and rewriting them in his/her own words, without giving proper credit to the author

Use of an idea – Adapting an idea from another source without giving proper credit to the author or creators. This could happen, for example, when you are asked to write an original piece, such as a short story, and you borrow an idea from a movie, TV program, article or classmate without acknowledging the original source.

Cheating –

Bringing answers into the test room

Copying from another student, including homework

Sharing answers with another student

Using unauthorized notes or technology

Turning in another student's work as your own

Asking/telling other students what is on a test or quiz

Taking credit for work that you did not do (e.g. not acknowledging the assistance of a parent, friend, or a tutor)

D. Levels of plagiarism

Level Factors of plagiarism

I. A level I occurrence would involve the student's use of phrases or a few lines of text or a paragraph without properly acknowledging the original source. Most of the student's work is still his or her own.

II. A level II plagiarism is more serious. It involves the student's use of multiple paragraphs of someone else's work, and/or the use of someone else's ideas without proper acknowledgement. While some of the work is the student's own, it is clear that significant portions of the work are not his/her own.

III. A level III indicates that most, if not all, of the work has been copied from another source.

IV. A level IV infraction of plagiarism is issued, when the student has plagiarized, in any way for the second time.

E. Consequences for Academic Dishonesty

** All infractions carry over from year to year for the duration of the student's academic tenure at New York Mills High School. Each grade level or new school year does not start over with a clean slate.**

1st Infraction – teacher's discretion as to consequences concerning the assignment and grade level of assignment in question, parent notification, record of infraction in student's school record.

2nd Infraction – automatic zero (0%) on the assignment, parent conference will be scheduled, record of infraction in student's school record, submitted to administration for further disciplinary action.

3rd Infraction – will result in course grade reduction in class where infraction was incurred.

**Relevant to the severity of the situation, the student may lose credit in the course in which the third infraction occurred. All teachers involved and administration will make determination of severity.

Auditing a Class will be determined by:

1. The size of the class.

2. Prior approval of the teach-application should include the rational for taking the class and signature of student and parent.

3. Available to juniors, seniors and adults.

4. Required classes cannot be audited.
5. No credit allowed for auditing a class.
6. Should a student auditing a class decide to take the class for credit, a decision must be made within two weeks of the start date of the class.
7. The student must complete the written work and the tests.
8. An auditing student creating a discipline problem will be scheduled out of the class at the request of the instructor.
9. If once a student audits a class, he/she may not take the class at a later date for credit, nor may he or she elect to revert from audit to credit status for that class.

Credit for Outside Learning

Policy F: Credit for Learning

ISD #553 realizes student achievement may occur in other schools, in alternating learning sites, Post-Secondary Enrollment options, and other enrichment programs, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The school district shall provide a process for transfer of standards complemented in other Minnesota school districts, recognition of work completed in other schools and post-secondary institutions, and credit for standards achieved in extracurricular activities, activities outside the school, previous learning and community and work experiences.

F2: Credit by Achievement

The opportunity for credit by achievement in extracurricular activities, activities outside school, previous learning and community and work experience shall be provided by the district. The procedure for determining credit is similar to the procedure for transfer credit. However, the student may be interviewed or tested by staff or expect other fair and consistent procedures. In a case where no local staff has the expertise to assess a particular experience, an expert in the field is called in to interview or test the student on the standard, at the discretion of the district.

Dropping or Adding a Class

Drop/add requests must be completed before the start of a semester. Changes after the beginning of a semester (changes must be made within the first 5 school days of the new semester) will be permitted only at the discretion of the principal, upon the recommendation of the drop/add instructors, parents, and the school counselor. Students wishing to change classes must make formal application to the counselor preceding the start of the semester in which the class is offered. The student then will be directed to the proper teachers and then granted permission to see the principal.

Noncredit Courses

Peer Tutorship and Teacher Assistants credit(s) shall count toward graduation but will not count for Honor Roll or calculating class rank. Please note that it is possible for someone NOT taking a peer tutor or teacher assistant to surpass you in class rank because he or she had more credits counting toward GPA.

Honor Roll

Grade point average provides significant information about a student. In addition to the student and her or his family, GPA is important to colleges, employers, scholarship committees, and the military.

All courses except peer tutor and teacher assistant, count toward GPA which determines class rank, honor roll, and consideration for National Honor Society (accumulating from 9th grade semester one).

(Point Values)	(Range Values)
A	4.000 3.834-4.000
A-	3.667 3.501 up to 3.833
B+	3.333 3.168 up to 3.500
B	3.000 2.834 up to 3.167
B-	2.667 2.501 up to 2.833
C+	2.333 2.168 up to 2.500
C	2.000 1.834 up to 2.167
C-	1.667 1.501 up to 1.833
D+	1.333 1.168 up to 1.500
D	1.000 0.834 up to 1.167
D-	0.667 0.334 up to 0.833
F	0.000 0.001 up to 0.333

Semester honor rolls are computed on the 4.0 point system for all students. The honor rolls will be employed after each semester as follows:

A = 3.834-4.0, A- = 3.501-3.833, B = 3.00-3.50
The cumulative record will show the amount of credit earned in each class.

Incomplete Grades

Any student receiving a "D" or "F" or "incomplete" in any class at the time that the honor roll is computed for publication will not be carried on the honor roll regardless of total average. All classes are used in averaging these grades except Teacher Assistants and Peer Tutors. Grades of incomplete are used only when the student has been absent from school for an extended period of time. No student with an incomplete shall be eligible for the honor roll. Students receiving incompletes will have two weeks from the date report cards are issued to complete any missing course work.

If a student has not done the necessary homework and receives an incomplete for the semester, he/she must notify the instructor within two school days of receiving his/her report card of the intent to complete

satisfactorily any missing assignments. Failure to meet these requirements results in all missing assignments being assigned an "F" grade and the semester grade to be calculated accordingly.

For special education students, a pupil shall receive an identical high school diploma granted to all regular education students upon graduation or termination of special education services at age 21, with satisfactory attainment of the IEP program plan objectives.

Students, who have completed 12 years of attendance, not including KG or Primary, and lack credits or standards necessary on completion of 12th year to graduate, may return to school and complete requirements for graduation on a succeeding year, or utilize other approved options for attaining necessary credits. No student will go through commencement exercises if he or she has not completed all academic requirements, nor will he or she be granted a diploma.

Junior High Retention

Retention should be considered when a student has failed academic courses to the degree that it is detrimental, in the opinion of the school personnel for the student to advance to the next grade.

No students should be required to repeat more than two credits per year unless they have been retained. The decision as to what classes shall be repeated shall be made by the counselor, principal, student and parent(s), with the principal responsible for the final decision.

Credit Weighted Values: All credits earned will be recorded as a weighted value based on length of course. PSEO/College classes carry .25 credit value per one college credit.

Help from Teachers

Students are encouraged to seek advice and assistance from their teachers concerning their schoolwork. Teachers are available after school hours and at other times upon arrangement. A student seeking help should strive to use all resources available to his or her advantage.

Minimum Requirements for Graduation for Students graduating in years 2013 and beyond

Language Arts: 4.0 credits

9th grade- English I and English II (1 credit)
10th grade- American Literature I, II (1 credit)
11th grade- Multicultural Literature I, II (1 credit)
12th grade- British Literature I, II (1 credit)

Social Studies: 4.0 credits

9th grade- Government, Civics (1 credit)

10th grade- American History I, II (1 credit)
11th grade- Economics I, II (1 credit)
12th grade- World History/Geography (1 credit)

Science: 3.0 credits

8th grade- Earth Science (*Required for Graduation*)
9th grade- Physical Science I, II (1 credit)
10th grade- Biology I, II or Equivalent (1 credit)
11 & 12th grade- Students choose 2 semesters of their choice from science courses offered outside of Physical Science 9 and Biology (1 credit)
***Students entering 9th grade in the fall of 2011 and after must take a full year of Chemistry or Physics.**

Mathematics: 3.5 credits

9th grade- Algebra I, II (1 credit)
10th grade- Geometry I, II (1 credit)
11th grade- Adv. Algebra I (.5 credit) Adv. Algebra II recommended for any post HS education
10th or 11th grade - Either Chance and Data or Discrete Math (.5 credit)

Art: 1 credit

Students will be required to earn one credit in the area of the Arts

Other Requirements: 3 credits

Phy Ed- 9th grade PE, and one PE class in grades 10-12 (1 credit total)
Drivers Ed/Careers- 9th grade students will take careers unit (.25 credit) and drivers training or equivalent coursework (.25 credit)
Health- 10th grade (.5 credit)
FACS- In grades 9-12, students choose one of three classes in Parenting, Child Development, or Family Life (.5 credit)
Technology- In grades 9-12; students must take an approved technology class (.5 credit)

*Elective credits: 7.5 required elective credits

Summary:	
English/Lang Arts	4.0 credits
Social Studies	4.0 credits
Science *	3.0 credits
Mathematics	3.5 credits
Arts	1.0 credit
Other Req.	3.0 credits
*Electives	7.5 credits
Total	*26.0 credits

1. Satisfactory completion of all the work in grades seven, eight, and nine.
2. Completion of a full-time course of study during four (9-12) years of high school. (Whether participating in a traditional education program, alternative learning program, or a post-secondary education program, students must

maintain the equivalence of a full-time course of study).

3. Fulfill state graduation testing requirements for reading and mathematics by obtaining a level equivalent to or greater than proficient on the Minnesota Comprehensive Assessments (MCA-II) in grade 10 for reading and grade 11 for mathematics, or achieving a passing score on the graduation required assessment for diploma in grade 10 for reading and grade 11 for mathematics or subsequent tests; and achieve a passing score on the graduation required assessment for diploma for writing.

Release Time

The high school shall cooperate with churches in providing one period a week of release time for religious instruction. The time shall be set by the administration after consulting with the authorities of the churches desiring such time. Students shall report to their religious classes following roll call in regular class. Students shall not stop anywhere en-route. If students are not at their respective classes, they will be considered truant and dealt with as such. Off campus religious release classes will be cancelled when the weather is 20 degrees below zero or colder.

Report Cards

A report card is issued 4 times during the year, after each quarter is completed. When necessary, a report of deficiency in work shall be sent home during the marking period. Such reports shall reveal where a student is doing unsatisfactory work or not working to capability. Students should confer with teachers for help after school hours. Parents are free to consult with teachers regarding their child's progress. Such consultations must be arranged through the principal.

Scholastic Achievement & Eligibility Rule

"Failure" in one or more classes in any semester will result in loss of eligibility for all extracurricular activities for three (3) weeks. If grades are passing at that time, the student will be eligible for competition. During the period of ineligibility, students will be allowed to practice but will not be allowed to participate in a contest. At the end of three weeks if the student is not passing, the student will no longer be allowed to practice or participate until the student is earning a passing grade. If a student fails a class in the 2nd semester he/she will be able to show academic progress by passing an equivalent class at an approved ALC before the fall sports season starts, with permission from the athletic director or high school principal.

The student will still have to get teacher signatures to show passing grades in all classes

at the end of the third week of school in the fall in order to remain eligible.

In order to be fair to the student, the classroom teacher, coach or activity leader, the following procedures will be implemented:

- 1) A list of students with failures or incompletes will be duplicated and placed in the mailboxes of each coach or activity leader by 3 PM on the 2nd Monday following the end of the semester.
- 2) The three (3) week suspension will begin the 2nd Tuesday following the end of the semester.
- 3) A student receiving an incomplete can return to full participation as soon as the incomplete is made up, providing the student has all passing grades.
- 4) At the end of the three (3) week suspension (not before) each student suspended must present an Academic Progress Report form to his or her teacher(s). The teacher's signature on this form indicates that the student is currently passing or has made up an incomplete with a passing grade. The student must be passing all classes in order to be reinstated, not just the class he or she was failing.
- 5) It is the responsibility of each coach or activity director to enforce this policy. The three (3) week rule applies to all school sponsored activities.
- 6) A student who withdraws from a class with a failing grade (failing at time of withdrawal), will lose his/her eligibility as defined above.
- 7) Spring and fall concerts are not extracurricular events, but are considered co-curricular. They are graded performances where the materials learned during regular class time and participation is a substantial part of the student's grade.

Standardized Testing Program

School personnel can best help students when they understand them as fully as possible-what the student already knows, how fast the student will learn, what interests the student, and what kind of person the student is. Test results serve as an aid to counselor, teachers and administration in planning and carrying out a better program for each student. To aid educators in obtaining a fuller understanding of the students with whom they work, we give several kinds of tests that provide us with more information about each student and about the differences that affect the student's learning. We administer:

Achievement tests-to find out what each student has learned in broad subject

Ability tests-to find out how fast each student can learn and what he/she can learn best.

Interest Inventories-to help us and the student see how his/her interests compare to the interests of people in different types of work. For the

older student this is helpful in making choices about the kind of work in which he/she can find satisfaction as an adult.

Your School Records

The school has on file your grades, attendance, standardized test scores, discipline record and other pertinent materials that have resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school and are on file here. Once a student graduates, any information that is no longer useful is destroyed.

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

You may also request that items be removed from your file. In the event that you or your parent or guardian makes such a request the person in charge of the record may or may not grant the request. In the event the request is denied you may appeal the decision to the next highest school official, and ultimately to the school board. Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian, with the exception of another public school in the state in which you have already enrolled after transferring from the school. This means that your school will not and cannot by law, without first receiving written consent from you and your parent or guardian:

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

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records.

Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their rights of access or control or transfer of their records.

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

These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

The New York Mills Public Schools is committed to implement the policies and follow these procedures: Minnesota Government Data Practices Act and the Confidentiality of Information section of the Education for all Handicapped Children Act of 1975.

The board of education authorizes the school superintendent to inform parents, students, and the public of the policy and to exercise his administrative resources to implement the policy as well as to deal with individuals who violate it.

In case a parent of a student, an eligible student, or a citizen of the New York Mills Public Schools believes that the district is violating the intent of the above legislation and is not able to resolve the issue with school district personnel, questions or problems may be directed to:

1. Data Privacy Division, Department of Administration, 2nd Floor, State Administration Building, St. Paul, MN 55155
(651) 296-6733
2. The Family Education Rights and Privacy Act Office, U.S. Department of Education, Room 4511 Switzer Building, Washington, D.C. 20202
(202) 274-5000

Data Privacy is governed by the following:

1. Minnesota Government Data Practices Act Minnesota Statutes 15.1699 as amended by the 1980 Legislature in Chapter 603 (H.F. 2040). May 1980.
2. Family Educational Rights and Privacy Act (Buckley Amendment)
(20 U.S.C.g 1232 g)

The procedures and policies regarding the protection and privacy of parents and students are adopted by Independent School District No. 553, pursuant to the requirements of 20 U.S.C. Section et. seq., and are consistent with the requirements of the Minnesota Data Privacy Act Minn. Stat. Section 15.1611 et seq.

The Board of Education of the New York Mills Public Schools adopted the prefixed data management and public use of school records policy at its meeting of January 25, 1988, and thereby directs and authorizes school officials to establish and put in effect the procedures to implement these policies beginning January 29. Copies of the policy will be available for parent and eligible student review in the principal's office of each school building and at the superintendent's office.

Attendance Topics

Attendance Information

Attendance Policy

Philosophy

Attendance is a major concern of educators at New York Mills High School. Absences affect student performance. Data collected by our staff indicates a significant correlation between student attendance and achievement. Students and parents should realize the increasing importance that employers and college officials attach to a student's record of absenteeism, tardiness, conduct, and personal ratings. Jobs and college entrance are often determined by these factors.

The compulsory attendance provisions cited in M.S. 120.10 must be enforced through keeping daily attendance records. A child may be counted as in attendance only when the student is physically present in the school on a given day. School cannot be considered in session when only teachers are present. The school district retains the right to use the County Child Protection Team or other county services when absences are considered habitual.

Policy

I. Maximum Absence Rule - If a student accumulates more than five unexcused absences for one semester he/she may lose credit for his or her class(es).

II. Attendance participation grade - a daily participation grade based upon attendance is part of each course offered at the New York Mills High School. Students who earn unexcused absences will receive no participation credit and can receive partial credit for the work made up. The work received from days of unexcused absences may be graded at teacher discretion any where from 50%-100% of credit earned.

III. Makeup policy - It is the student's responsibility to make sure all work for absences is made up.

IV. Classification of absences

A. Absences not counted in the maximum absence rule:

1. School Authorized Absences – these need to be verified at the time of the absence and are not counted in the 5 maximum absence rule. Make up work is required. Examples of, but limited to, school authorized absences are:

- Qualifying number of religious holidays
- Death in immediate family

- Two college visits per year will be allowed during a student's junior and senior year provided prior approval and planning is done through the guidance office.

Attendance at school events during the normal school day in school activities like FFA, student council, knowledge bowl, athletic and music events, is not considered absence from school. Students are responsible for making up their work ahead of time whenever they miss and/or leave school early for athletic contests, field trips, or any other extra-curricular activity. It is the student's responsibility to request assignments from teachers after an absence.

2. Excused Absences

These need to be verified at the time of, before or upon returning to school and are not counted in the maximum absence rule. Make up work is required. Examples would be illness, funeral attendance, family emergencies, and pre-arranged absences with parental permission.

3. Suspensions from School - these absences are not counted in the maximum rule and make up work is required.

4. Tardy Excused - in rare circumstances, a student may be tardy to school or class. In such a case, the tardy will be deemed excused. Please see "tardy unexcused" for further information.

5. Notes - Presenting a false excuse or forging a signature is grounds for suspension.

B. Absences counted in the maximum absence formula:

1. Absence Unexcused - absences not otherwise excused are unexcused and counted in the maximum absence rule.

2. Tardy Unexcused - two unexcused tardies are equivalent to one unexcused absence in the class and are counted toward the maximum absence rule. (See consequences for tardies.) Note that car repairs such as a flat tire, etc. are not excused absences for students who live in the district and drive to school.

3. Truant - the absence is not excused, is counted in the maximum absence formula, and additional penalties are incurred. See the following pages for more information.

4. Notes - Presenting a false excuse or forging a signature is grounds for suspension.

Excused absences will be granted for the following reasons:

1. Illness of the student. In case of illness for four (4) days or more, consecutive or during a semester of school, a statement from a local health officer, nurse, or attending physician will be required or the days over four (4) will be considered unexcused absences. The statement is due when the student returns to school.

2. Sickness or death in the family necessitating the help or presence of the student at home.

3. Because of conditions beyond the student's control such as weather or bad roads while riding district buses.

4. Required to be in court to testify; appearing for a violation is unexcused.

5. Medical, dental and other professional (not haircuts) appointments that cannot be scheduled outside of school hours.

6. Any absence that in the principal's opinion indicated educational value to the student and if there is prior notice and the work is made up prior to the absence.

7. Religious holidays and special functions.

8. Special family trips when the student is traveling with parent(s).

9. A student may be excused for work, only when it is a necessity that the student be at home to protect the families welfare. A prior written note or phone call to the administration (if possible) or a note immediately upon return stating specifically what work the student was needed for at home is required for administrative review of the absence. No more than 5 days will be allowed excused unless a conference with administration is held to justify additional days.

10. An excused absence may be granted in extreme situations where the principal has not been notified in advance, if the absence can be justified and verified.

V. Notification - Parents and students will be notified in writing of the decision of loss of credit by the building principal or designee. Parents will be notified during the year any time a student has accumulated 4 of 5 unexcused absences. Notification will be made through principal's office.

VI. The Appeal Process - an appeal process for students and parents to present and discuss extenuating circumstances is available.

A. Any request for appeal of loss of credit shall be made in writing within five days of notification of loss of credit.

B. The student appeal will be heard by the building principal, his/her counselor and committee of classroom teacher(s).

Five Strategies to Encourage School Attendance:

1. Let your child(ren) know that you value education. Insist they go to school every day.

2. Talk with your child(ren) about school. Is your child struggling with schoolwork, classmates or other problems? Ask how you can help.

3. Discuss your concerns with your child's teachers. Ask them to help you to help your child succeed.

4. Does your child(ren) need a tutor or assessment for special services? Ask for referrals to community program or counseling services.

5. Get to know you child's friends and their families.

School Attendance - IT IS THE LAW

Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a parental responsibility to ensure the child's attendance. Between the age of 12 and through the 17th year, it is primarily the student's responsibility to get to school on a daily basis. Children who are age 16 and 17 must be lawfully withdrawn from school by their parent or guardian. Children cannot independently "drop out" of school.

A student is required to attend school each and every day and each every class period. If they miss a school day or part of the day, for legitimate reasons, a parent or guardian must notify the school. **Examples of excused absences include:**

Medical or mental health appointments	
Sickness	Religious
Holidays	Family
emergency	

Examples of non-excused absences include:

Missing the bus	Employment
Need for sleep or rest	Babysitting

If a student is absent without lawful excuse on three or more days or any part of the school day, they are considered a habitual truant. **Truancy is violation of Minnesota state law.**

The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. This can include up to a \$700 fine and/or 90 days in jail.

Consequences and Court Action

If a student continues to be truant after all less restrictive interventions have been tried, the matter will be referred to the Otter Tail County Attorney's Office to determine what action should occur. At this point, the parent or guardian can be criminally charged if they have compelled their child's attendance. The student can be petitioned as a child in need of protection or services based on truancy. The judge has the authority to administer a variety of consequences or dispositions, which can include the following:

*A child can be placed on probation while remaining in his or her own home and school;

*A child can be assigned community work service hours;

*A child can be removed from their home and placed in a shelter or foster care or a short-term residential facility;

*A child may lose their driving privileges until he or she is 18 years old;

The court can order that the child or family complete any necessary evaluations, treatment and counseling services.

The most far-reaching consequences for truancy are not the court sanctions. Children who do not attend school are more likely to become involved in delinquent and ultimately criminal behaviors. These young people are severely limiting their opportunities and truancy can be the beginning of a lifetime of problems.

Daily Class Schedule

Period 1	8:30 - 9:20
Passing	9:20 - 9:24
Period 2	9:24 - 10:14
Passing	10:14 - 10:18
Period 3	10:18 - 11:08

SH Passing	11:08 – 11:12
SH Period 4	11:12 - 12:02
SH Lunch	12:02 – 12:36
Passing	12:36 – 12:40

JH Lunch	11:08 – 11:42
Passing	11:42 – 11:46
JH Period 4	11:46 – 12:36
Passing	12:36 – 12:40

Period 5	12:40 – 1:30
Passing	1:30 – 1:34
Period 6	1:34 – 2:24
Passing	2:24 – 2:28
Period 7	2:28 – 3:18

Lockers

Your locker is the property of the school and is provided for your use by the school. It should be used to house your textbooks and other school materials when they are not in use, and any coats, overshoes, or other outdoor garments. A lock may be placed on your locker. You may provide your own lock for your hallway locker; however, all locks used in any locker room must be locks issued by ISD #553. Lockers need to be kept clean and orderly and doors are to be kept closed. Only masking tape may be used to post items on or within a locker. Lockers are provided for the students' convenience and the responsibility for articles placed in the lockers rests entirely with the student.

At no time does the school district relinquish its exclusive control of lockers provided for the

convenience of students. School authorities for any reason may conduct inspection of the interior of locker 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.

(Note: Locks may have to be removed in such a manner as destroys the lock. In this event, the school or its officials are not liable for the cost of that lock.)

Perfect Attendance

Perfect attendance certificates are given to students who have no absences or unexcused tardies.

Procedure to be followed in granting admittance to class

1. All students, regardless of age, shall bring an excuse from home containing his/her name and the reason for his /her absence and it shall be signed by the parent/guardian. The excuse should state definitely when and why the pupil was obliged to be absent. A telephone call excuse by parent or guardian may take the place of a written excuse. The principal or his designee shall determine whether the excuse is accepted or listed as an unexcused absence.
2. This note will be presented to the principal or his designee upon the return of the student to school. Any student failing to report to the principal's office following an absence will be given an unexcused absence for the day or if the time missed exceeds one day, all of the time in excess of one day will be unexcused if a note isn't brought from home.
- 3 Each student is responsible for completing his/her makeup work. A student will be allowed two days for the first day of absence and one day for each additional day.

Tardiness

Tardiness in most cases is unnecessary. Tardy excuses are to be presented to the principal or his designee. All tardies must be reported to the office to be recorded on student records. Unexcused tardies will be dealt with in the following manner:

1. After 3 unexcused tardies in one semester the student will serve a lunch detention.
2. All tardies in excess of 3 will be assigned an additional lunch detention.
3. If students fail to report to lunch detention, the lunch detention will be doubled for that day. If the student continues to fail to report to lunch detention, the tardies will be treated as an unexcused absence and the consequences will begin with Step 2.

Detention

Detention will be administered for violations and scheduled by the principal. Failure to report for detention is justification for doubling detention time or grounds for suspension (up to ten days) from school. If detention time has accumulated to 250 minutes or more, and satisfactory effort in completing the detention time is not being made, students may be ineligible to attend extra-curricular and co-curricular events and other school sponsored functions (including dances).

Permit to Leave the Building

Students wanting to leave the building must have a pass signed by the administrator regardless of the reason to leave. This also includes students who become ill. Students who are ill are to report to the office. This applies to all students regardless of how close they live to the school.

Unauthorized Absences

An unauthorized absence that the parents may or may not be aware of but the procedures or reasons have not met the above (item #A in classification of absences) criteria.

Any absence (skipping and truancy) not excused under the above regulations becomes an unexcused absence and will be dealt with as follows:

Step 1. (1st infraction) The student will make up double the time missed. He/she may start making up the time as scheduled by the principal. If the make-up schedule is not followed, the next step is automatically imposed.

Step 2. (2nd infraction) The student will be suspended until a parental conference has been held. (Minimum of 2 days suspension). He/she will also make up double the time missed from school.

Step 3. (3rd infraction) A committee of the superintendent, principal and member of the school board may meet with the student and his/her parents. The student will be suspended for a minimum of three days. The student will also make up double time after school and may in addition be suspended for a period not to exceed ten days.

Step 4. (4th infraction) An in-school suspension of up to 10 days may be imposed. The student will be supervised in a specified area.

Step 5. (5th infraction) Expulsion will be recommended to the board of education. A hearing may be held.

Any other violations of school rules will follow the above steps with the time assigned by the principal. In case of a flagrant violation of

school rules, the student will be placed on Step 2 or above and the prescribed penalty imposed. Students who have been placed on Step 2 for a major violation of the rules will be automatically placed on Step 3 for any skipping violations that occur in the future. In such infractions of the rules, the principal shall have the prerogative to start at any of the above steps. The principal will also have the authority to make the final decision on the number of days a student will be suspended for a specific violation.

Suspension

"Suspension" means an action taken by the local school administration, under rules promulgated by the school board prohibiting a pupil from attending school and school activities for a period of no more than ten school days.

Special Consideration for Students with Special Needs

A team meeting shall be held prior to exclusion or expulsion of a pupil. Within five school days of a suspension, a team meeting will occur. The team shall:

1. Determine whether the misconduct is related to the student's special needs;
2. Review any assessments and determine the need for further assessment; and
3. Review the IEP and amend the goals and objectives or develop an alternative IEP program. Parents are encouraged to read Policy 515 regarding IEPs.

Exclusion and Expulsion A pupil may be placed, through a team meeting and the IEP, in a more restrictive alternative but shall not be excluded or expelled when the misconduct is related to the pupil's special needs. When it is determined in a team meeting or a Pupil Fair Dismissal Act proceeding that a pupil's misconduct is related to the pupil's special needs, then the assessment, IEP, and least restrictive alternative shall be reviewed according to the provisions of 5 MCAR SS I .0120-1 .01-29.

Removal from Class

A. Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his or her lawful designee. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision to remove shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time or

the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of removal established at the informal administrative conference including but not limited to the completion of any makeup work.

B. Notification of Parents.

1. Parents will be notified in writing and/or personal phone contact when a student is suspended from school.
2. For minor violations of school rules or regulations, parents may be notified in writing or personal phone contact at the discretion of the principal.

Conduct Topics

Damage of School Property

Students who destroy or damage school and/or personal property will be responsible to pay the full cost of repair or replacement. Students shall also be responsible for punishment according to the nature of the offense. A copy of any billing must be presented to the school board at the next regular meeting if not paid in full.

The collection procedure shall be as follows:

1. Principal verbally informs the student of the amount and reason for the charge.
2. If not paid within 30 days, principal informs the parent, in writing, of the amount and reason for the charge.
3. If not paid within 30 days, superintendent contacts the parent, by phone or in person, to discuss the bill and encourage payment.
4. If still not paid within 30 days, the bill will be forwarded to a Credit Bureau for collection.

School Bill of Obligations

1. The obligation to recognize vandalism as a serious crime; to treat all school property with respect.
2. The obligation to prevent the spread of slander and libel (as, by malicious gossip about teachers and students).
3. The obligation to listen to the advice of those in authority.
4. The obligation to avoid offending others in matters of dress.
5. The obligation to vote responsibly in school elections.
6. The obligation to behave in a manner that does not destroy the reputation of our school.
7. The obligation to obey school regulations. (When we enrolled in school, we agreed to a contract in which the school regulations were included.

Any breach of this contract is grounds for sanction.)

8. The obligation to take advantage of the tremendous educational opportunities being offered freely to us.

9. The obligation to use our learning in order to best serve humanity.

10. The obligation to use extracurricular activities wisely.

Courtesy and Conduct

When addressing a faculty member or any member of the school staff, precede the name by a Mr., Mrs., Miss, or Ms. A little courtesy will go a long way to promote a better understanding between students, faculty and school staff. Good conduct is just a matter of considering the other person. Student behavior that disrupts the learning process will not be tolerated and could result in removal from class. When there is a pep fest, students are expected to cheer when led by the cheerleaders. When the band plays a number, or any activity is taking place, students should sit attentively and quietly. The media center is a place for independent and quiet study

Dress

Parents should see to it that their children are neat and clean in appearance when coming to school. Good grooming is vitally important because it reflects the attitudes and the conduct of the student in his or her relation to the school and other students.

The official dress code is an open dress code with the exception regarding jackets worn as daily attire. One may not wear jackets/coats during the school day as part of regular daily attire. Complaints about any student's dress may come from another student, teacher, administrator, parent, or any local resident. Students may wear hats and caps in the school building only when it is considered part of an activity such as homecoming or some other school activity that is being promoted and approved by the administration, otherwise, upon entering the building students are expected to remove their hats. Wallet chains cannot, because of safety issues and the fact that they may be used as a weapon, be longer than 12 inches in length and have links larger than 3/8 inch.

Students may wear a bandanna as a headband as long as:

- A. It does not cause a safety problem.
- B. It is not disruptive to the school function.
- C. It does not erode a positive educational environment. The final decision remains with the administration.

The wearing of any article of clothing that may be distracting or offensive to the people in the school, which, in the opinion of the principal, is against the rules of the school, must be corrected

before the student can remain in school. This includes messages on T-shirts, hats, etc. that may include, but not limited to, messages or content related to alcohol, drug use, or sexual innuendos. Student's pants, skirts, shorts, etc. may not expose the midriff area whether or not a long shirt is worn. Pants or shorts that sag below the waistline and/or expose undergarments shall not be worn. Shorts, skirts and dresses must be no shorter than the end of your finger tips, including those covered by see-thru materials. Long belts shall not be worn. The principal will handle extreme cases immediately.

This code will not be applicable to athletics. Coaches and administrators will set requirements for athletes, and they will deal with violations for the good of the team.

Student Driving

Students who drive any motorized vehicle to school must park in the student parking lot.

If parents permit their child to drive to school, the student will have the unrestricted right to drive the vehicle during the open noon period and to religious release. The school district will not be responsible for and has no duty to supervise students if they leave school property during the open noon hour.

Students who drive to school must have a driver's license and be aware of the law regarding driving near school buildings-State Law: Maximum speed, 15 mph. No student is allowed to ride on the hood, trunk, or in the back of a pickup or any other vehicle while on school property or going to a school activity. The driver will be held responsible for the violation.

For safety and maintenance reasons, the New York Mills School District requests that both motorized and non-motorized vehicles not be driven or ridden on any school property except designated roadways. Student vehicle parking is from row 4 to the north end of the lot. Rows 1-3 are reserved for staff parking. Bikes must be parked in the bike rack. Snowmobiles are to be parked at the north end of the building and remained parked until the end of the school day. Snowmobiles, motorcycles, vehicles and bikes may not be used in exhibition anywhere on school property at any time.

Misconduct/Insubordination

Misconduct/insubordination of any kind while participating in an extra-curricular activity may result in dismissal from the team and/or suspension from school.

School Bus Riders Rules

Due to the fact that a bus is an extension of the classroom, students are required to conduct

themselves on the bus in a manner consistent with established standards for classroom behavior.

After an infraction, the driver will at first talk to the offender and try to settle the matter. If this fails, the driver may change seating assignments. At that point, or when deemed necessary, the driver will issue a pink slip to the offending student. The type of offense is checked and both students and parents must sign the slip before the student is transported. A second warning will make it necessary for the student and parent to meet with the administration.

A. Previous to Loading (On the road and at school)

1. Be on time at the designated school bus stops-keep bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter the school bus.
4. Be careful in approaching bus stops.
5. Bus riders should not be permitted to move toward the bus at the school bus loading zone until the buses have been brought to a complete stop.

B. While on the Bus

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. is to be paid by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus window.
10. Bus riders are not permitted to leave their seat while the bus is in motion.
11. Horseplay is not permitted around or on the bus.
12. Bus riders are expected to be courteous to fellow pupils, the bus driver and the patrol officers or drivers assistants.
13. Absolute quiet when approaching a railroad crossing - stop.
14. In case of a road emergency children are to remain in the bus.

C. After Leaving the Bus

1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at other places than the regular bus stop at the home or a school unless by proper authorization from parent or school official.

Disobedience of any of the above rules may result in suspension or refusal to transport the student at the discretion of the administration. When it becomes necessary to remove a student from a bus because of existing problems, the parents should be notified immediately by telephone and arrangements should be made for student transportation by the parents.

D. Extra-Curricular Trips

1. The above rules and regulations apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of bus driver and/or chaperone or teachers. Students not conforming to rules and regulations while riding extracurricular buses will not be permitted to ride the balance of the school year.
3. Students are to be properly dressed, which in the wintertime will include headwear and winter footwear before being allowed on bus.

E. Away Activities

Coaches or supervisors must see that all participants ride the bus or van to away contests. Any exceptions to the rule must be cleared with the principal. When absolutely necessary, special transportation arrangements will be made by school officials.

Students may be picked up and dropped off to and from activities if they live along the way en-route to the activity, cleared ahead of time with the coach. A parent or adult sibling may pick up a student from any school activity if:

1. Parent or sibling contacts coach or bus driver personally.
2. Presents a parent signed note to driver or coach.

REMEMBER: The driver has complete authority of the bus. If students fail to adhere to the rules, they are to be reported to the principal's office.

Student Code of Conduct

Rule 1. Disruption of School

A student shall not by use of violence, force, noise, profanity, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall a student engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such disruption or obstruction is reasonably certain to result.

Neither shall a student urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if substantial and material disruption or obstruction is reasonably certain to result from his or her urging.

While this is not intended to be exclusive, the following acts-when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, or proper function of the school-illustrate the kinds of offenses encompassed here:

- (1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- (2) Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from or use of the building, corridor or room;
- (3) Setting fire to or substantially damaging any school building or property;
- (4) Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
- (5) Prevention of or attempting to prevent, by physical act, the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;
- (6) Preventing students from attending a class or school activity;
- (7) Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus;
- (8) Continuously and intentionally making noise or acting in any manner, which seriously interferes with the teacher's ability to conduct his or her classes.
- (9) False fire alarms; person(s) tampering with or injuring a fire alarm system will be charged with a misdemeanor.
- (10) Possession of nuisance devices or objects that cause distractions including, but not limited to pagers, radios and cell phones, etc., is prohibited.

Rule 2. Damage to or Destruction of School Property.

A student shall not intentionally cause or attempt to damage school property. Repeated damage or theft involving school property shall be a basis for long-term suspension or expulsion from school.

Rule 3. Damage or Destruction of Private Property.

A student shall not intentionally cause or attempt to cause substantial damage to valuable private property, or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage or theft involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

Rule 4. Physical Abuse or Assault on a Student, Employee or Other Person Not Employed By the School.

A student shall not intentionally do serious bodily injury to any person:

- (1) On the school grounds during and immediately before or immediately after school hours;
- (2) On the school grounds at any other time when the school is being used by a school group; or
- (3) Off the school grounds at a school activity, function, or event.

Self-defense or action undertaken on the belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Rule 5. Weapons and Dangerous Instruments.

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

- (1) On the school grounds during and immediately before or immediately after school hours,
- (2) On the school grounds at any time when the school is being used by a school group, or
- (3) Off the school grounds at a school activity, function, or event.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearms, any explosive including firecrackers, any knife other than a small penknife, and other dangerous objects of no reasonable use to the pupil at school.

Rule 6. Narcotics, Alcoholic Beverages, and Stimulant Drugs.

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic

beverage, tobacco product, or intoxicant of any kind:

- (1) On the school grounds during and immediately before or after school hours;
- (2) On the school grounds at any other time when the school is being used by a school group;
- (3) Off the school grounds at a school activity, or function, or event; or
- (4) Off the school grounds prior to a school activity in which the student takes part.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Rule 7. Repeated School Violations.

A student shall not repeatedly fail to comply with directions of teachers, student teachers, teacher aides, principals or other authorized school personnel during any period of time when he is properly under the authority of school personnel.

Rule 8. Exclusion From Commencement.

Commencement is a privilege, not a right. The administration is authorized to exclude a graduating senior from commencement exercises for:

- (1) Evidence of the use of alcohol or drugs;
- (2) Misconduct or any other condition that in the judgment of the administration justifies exclusion.

Rule 9. Early Graduation.

New York Mills Public Schools believes strongly in the power of education. Therefore, early graduation is not an option at ISD #553.

Extra-Curricular and Co-Curricular Activities

Activity Attendance

Students excused from school to attend activities during school hours will be expected to be at the activity. No student will be allowed any other place without an excuse from his parents and a pass to leave from the principal. If students do not wish to attend the activity, they will stay in school. Also, students are not allowed to attend out-of-town athletic events or other activities during the school hours unless the principal has granted permission. Students who fail to adhere to these rules will be considered truant and dealt with as such.

Class Funds

The basic purpose of class funds is to provide for the cost of Junior Prom, graduation and other incidental expenses. The school board, through their administrators, is responsible for maintaining records and controlling and regulating class funds. State regulations and/or

local school district policy restrict the use of class funds as follows:

1. All assets are to be disposed of prior to graduation.
2. Class funds may not be held for future anniversaries or class reunions.
3. The balance remaining in class funds may not be divided equally among class members.
4. Class funds revert to the school district if remaining balances are not used for board-approved purposes.
5. Class funds can be used for class outings only when approved by administration.

The following is a list of suggestions deemed appropriate to dispose of class funds.

1. Scholarships
2. Student Loan Fund
3. Charitable Organizations
4. Community Projects
5. School Projects

The disposition of class funds will be decided prior to graduation at a meeting to include all class officers, class advisors, and the administration. Class officers may solicit input from their classmates if they so desire by May 1 of each year.

Eligibility Rules

The rules and regulations of the Minnesota State High School League and the local school board regarding student eligibility will apply for all extra-curricular activities in New York Mills High School.

In addition, any student who is absent from class on the day (any portion) of a school activity will not be allowed to participate in that activity on the day of his or her absence.

The only exception to the above rule will be by written permission of the principal.

If a boy or girl is too sick to come to school during the day or is too busy "working," then he or she is too sick or busy to participate in extra-curricular activities after school.

Extra-curricular activities are merely one phase of the overall educational program here at New York Mills, and as the name implies, it is EXTRA, after all the schoolwork/studies have been completed.

Extra-Curricular Transportation

School officials shall provide suitable transportation for all students representing the school on an officially school sponsored activity. All students are required to ride the bus to which they are assigned when going to and returning from an activity. On rare occasions the principal

may allow an exception to this rule when a parent transports his or her child.

Family Night

Wednesday night has been designated as family night. No school activities are normally scheduled on this night.

Minnesota State High School League Eligibility Information

PURPOSE

1. To raise Standards of Sportsmanship and to encourage the growth of responsible citizenship among students.
 2. To emphasize the School's concern for the health of students while participating in activities and the long-term physical and emotional effects of chemical use on health.
 3. To promote equity and a sense of order and discipline among students.
 4. To confirm and support existing state laws which restrict the use of mood-altering chemicals.
 5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
 6. To assist students who desire to resist peer pressure, which directs them toward the use of mood-altering chemicals.
 7. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.
 8. To encourage parent support and involvement in assisting students in obeying school rules adopted for the athletic and activities program.
 9. To stress the importance of commitment to the rules, values and ideals necessary for a successful athletic and activity program.
- Students: Your participation in high school activities is dependent on your eligibility. PROTECT that eligibility by reviewing with your parent(s)/guardian(s) this summary of Minnesota State High School League rules which govern your participation. Complete regulations are found in the MSHSL Official Handbook which is available at each member school and which is also posted on the MSHSL Web site: www.mshsl.org. If there is a question about any rule interpretation, contact your school activities director or principal.
- Parents/Guardians: REVIEW the following rules with your son or daughter. Your role in stressing the value of following these rules cannot be overstated.

Checklist for Student Eligibility (If you cannot check all 10 items, see your athletic director or principal)

- ___ 1. Making academic progress toward graduation.

- ___ 2. Will not have turned 20 before the start of the season in which I participate.
- ___ 3. Physical exam within the last three (3) years on file with the school.
- ___ 4. Have not transferred schools.
- ___ 5. Will not play more than four (4) seasons in any sport in grades 9-12.
- ___ 6. Have not dropped out of school or repeated a grade while in high school.
- ___ 7. Have not accepted cash in any amount or merchandise valued at more than \$100 for participating in a sport.
- ___ 8. Have not and will not compete in non-school event in my sport after reporting for the school team.
- ___ 9. Have not and will not use tobacco or alcoholic beverages, use, consume, have in possession, buy, sell or give away any other controlled substance, including steroids.
- ___ 10. Have not and will not violate the racial/religious/sexual harassment/violence/and hazing bylaws of the MSHSL.

INFORMED CONSENT: By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost non-existent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce the risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program and inspect their own equipment daily.

General Rules for MSHSL Activities

These rules apply to all Minnesota State High School League affiliated groups, including athletics, academics, and arts contests and performances.

- 1. **ACADEMIC - (Credit Requirement)** To be eligible, a student must be making satisfactory progress toward the school's requirement for graduation.
- 2. **AGE -** A student representing a member school in League activities shall be under 20 years of age on the date of the contest. If, however, a student has started a season, the student will be permitted to complete that season after reaching the student's 20th birthday.
- 3. **FOREIGN EXCHANGE STUDENTS -** Foreign Exchange Students are limited to 1 calendar year of high school eligibility beginning with their 1st date of enrollment and attendance.
- 4. **AMATEUR -** A students must be an amateur in that sport. A student may not receive cash or merchandise for athletic participation. A student does not lose her/his amateur status because of

reimbursement for officiating, instructing, teaching, or coaching a sport.

5. ATHLETIC CAMPS AND CLINICS -

A. School year: Students may attend athletic camps and clinics that have been approved by their high school principal.

B. Summer Vacation Period: Non-school specialized athletic camps and clinics do not require approval.

- 1. The non-school sponsored camp or the student or the student's parent(s) or guardian must provide clinic fee, unless the Board of Directors approves other arrangements.
- 2. A student may attend a camp or clinic where a member of the school's coaching staff (sophomore, B-Squad, junior varsity or varsity) in that sport owns, administers, directs, organizes, or serves as an instructor or is a staff member during the student's attendance.

C. Penalty:

- 1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, whichever is greater. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates.
- 2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, whichever is greater.
- 3. **Third Violation:** After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, whichever is greater.
- 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.
- 6. **AMATEUR STATUS AND AWARDS BYLAW -** Acceptable awards to students in recognition of participation in high school activities include medals, ribbons, letters, trophies, plaques, and other items of little or no intrinsic value (\$100.00 or less). Violation will render a student ineligible for participation that activity.
- 7. **COLLEGE/UNIVERSITY TEAMS -** Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.
- 8. **FAIR HEARING PROCEDURE -** The League Constitution provides a Fair Hearing Procedure for the student or parent contesting a

school's failure to certify the eligibility of a student. The student has 10 calendar days in which to appeal the school's decision. The appeals process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the League's Board of Directors. An independent hearing panel will hear the appeal and make written findings of fact, conclusions and a recommendation for the Board of Directors following the hearing. The Board's decision shall be final. A complete listing of the Fair Hearing Procedure may be obtained from the athletic director or principal of the high school.

9. ENROLLMENT, ATTENDANCE, AND REQUIRED SUBJECT LOAD -

Students must be officially enrolled in (as defined by the Minnesota Department of Education) and attending the school before they are eligible to represent that school in MSHSL sponsored activities. Students enrolling after the semester begins will gain eligibility at the start of the third week or on the 15th calendar day after enrollment. Students must be properly registered, attending school and classes regularly, and enrolled in the required number of credits.

10. GENERAL ELIGIBILITY - In order to be eligible for regular season and MSHSL tournament competition, a student must be properly enrolled as defined by the Minnesota Department of Children, Families and Learning and a bona fide member of his or her high school in good standing. A student who is under penalty of exclusion, expulsion or suspension, whose character or conduct violates the Student Code of Ethics is not in good standing and is ineligible for a period of time as determined by the principal.

Student Code of Responsibilities

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student ejected from a contest shall be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of

competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled games/meets.

11. GRADUATE - A student shall not be a graduate of a four (4) year high school or any secondary school. This includes foreign exchange students.

12. LAST DATE TO JOIN A TEAM - To be eligible for section and state competition, a student must be a member of that school's team not later than the fourth Monday from the official start of that sport season. Gymnastics must be on the school's team not later than the third Monday from the official start of that season. When a sport season begins on a Monday, that day shall be counted as the first Monday.

13. NON-SCHOOL COMPETITION AND TRAINING FOR TEAM AND INDIVIDUAL SPORTS -

A. During the High School Season: During the high school season, a student may not participate as a member of a team or as an individual competitor in non-school sponsored games, meets, tournaments or contests, in the same sport. Season Defined: The high school season shall run from the first date that practice may begin until the team is eliminated in MSHSL tournament competition. Baseball, Softball, and Skiing are exceptions to this rule. Exception: Summer Vacation Period - Students may participate in non-school competitions, meets, games, tournaments in the same sport they currently play at the high school level during the summer vacation period. Summer Vacation Defined: Summer vacation shall start on the Saturday following the fourth Friday in May and ending on Labor Day. Summer Coaching Waiver: If a student participates on a team coached by a member of the high school coaching staff, coaching contact shall end on July 31 unless an extension to the summer waiver is granted by the school's athletic director. Students may take private lessons during the MSHSL season.

B. During the School Year, Prior To and Following the High School Sports Season: A student may participate in contests, meets or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff.

1. A student may not use any type of high school uniform.
2. A student may not receive coaching or training from a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in

that sport. Power skating and indoor soccer are included in this limitation.

3. A student may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport.

4. A student's fee for non-school coaching or training must be provided by the student or the student's parent(s) or guardian(s) unless approved by the Board of Directors.

C. Summer Vacation Period:

A student may compete as an individual or as a member of a non-school team.

Summer Vacation Defined: Summer vacation shall start on the Saturday following the fourth Friday in May through Labor Day. (Exception: Summer Coaching Waiver)

Special Considerations:

1. National Teams and Olympic Development Programs -- The MSHSL may permit participation by high school students on bona fide national teams or in Olympic development programs if:

a. The program is approved and supported by the national governing body of the sport or if there is an Olympic development program of training and competition.

b. Directly funded by a national governing body on a national level.

c. Authorized by a national governing body for athletes having potential for future national team participation.

Students who are invited to participate on National Teams or in Olympic Development Programs must contact their high school principal to obtain an application form. This must be completed at least thirty (30) days prior to participation.

2. During the school year, students who participate for their school in a sport may participate through training, try-out or competition on a National Team or in a United States Olympic Development Program provided the student receives an individual invitation from the United States Olympic Committee or the United States National Governing Body on the national level for that sport.

3. Students who have completed their eligibility in a sport are exempt from the non-school competition and training rules in that sport. All-Star rules shall apply.

14. PHYSICAL EXAMINATION AND

PARENTS PERMIT - Any student who intends to participate in high school interscholastic athletics and cheerleading activities must have on file in the school, a record of a physical examination performed within the previous three (3) years. A health questionnaire shall be completed annually and could indicate the need

for a physical examination prior to participation. The signature of the parent or guardian approving participation is required.

15. SEASONS OF PARTICIPATION - No student may participate in more than four (4) seasons in any sport while enrolled in grades 9-12, semesters 1-8 inclusive.

16. SEMESTERS IN HIGH SCHOOL - A student shall not participate in an interscholastic contest after the student's eighth semester in grades 9-12 inclusive. All eight semesters of attendance shall be consecutive, beginning in the 9th grade. The attendance of 15 days or more in one semester will count as a semester in administering this standard.

17. JUNIOR HIGH PARTICIPATION - Participation in high school interscholastic programs is limited to students in grades 7-12 inclusive. Students in grades 7, 8 and 9 may participate if enrolled in the regular continuation school for the educational unit and if all other eligibility requirements of the League have been met. Elementary students in grades 1-6 are not eligible for participation in any MSHSL-sponsored activity; B-squad, junior varsity or varsity level.

18. TRANSFER RULE:
CONTACT YOUR ATHLETIC DIRECTOR for specific information in this area.

19. MOOD-ALTERING CHEMICALS

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 affect extracurricular participation and development of related skills. Others are affected by the misuse and abuse of family, team members, or other significant persons in their lives.

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

1. The 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 her/his doctor.

C. Penalty:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (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: 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) three weeks, whichever is greater. No exception is permitted for student who becomes a participant in a treatment program.

3. Third and Subsequent Violations: 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 has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and then 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.

Penalties for Category II Activities:

Activities covered under this category are band, vocal music, speech, one-act plays, and all clubs and organizations. If a student becomes ineligible and is also participating in Category I activities, the student automatically will become eligible in Category II activities once he / she serves the penalty for the Category I activities. Students not in Category I activities will be penalized as follows: 1) first violation: the student shall be ineligible for one major event and meet the counseling requirement; 2) second violation: the student will be ineligible for two major events and meet the counseling requirement; 3) third violation and each subsequent violation: the student will be ineligible for three major events and meet the counseling requirement.

Violation of either the alcohol, tobacco, or racial / religious/ sexual harassment rule will affect award in the following manner: 1) first violation: student loses 50% of one year's points toward letter award; 2) second violation: student

loses 75% of one year's points toward letter award; 3) third violation: student is ineligible for any awards for the balance of the school term

20. RACIAL/RELIGIOUS/SEXUAL HARASSMENT/VIOLENCE & HAZING

A. Bylaw:

During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religious/sexual violence and hazing bylaws of the Minnesota State High School League.

Interpretation: The bylaw applies to the entire school year and any portion of an activity season, which occurs prior to the start of the school year or after the close of the school year.

B. 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 that 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, officials, volunteers and employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person, who receives a report of, observes or had other knowledge or belief of conduct that 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.

C. Penalties for Category I Activities:

1. Racial/Religious/Sexual Harassment and Hazing Violations

a. First Violation: After determination of the violation, a student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater.

b. Second Violation: After determination of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant.

Recommendation: It is recommended that before being readmitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.

c. Third Violation: After determination 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.

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

2. Racial/Religious/Sexual Violence Violations: After determination of the violation of the racial/religious/sexual violence rules, the student shall lose eligibility for the next year, i.e., twelve (12) calendar months.

E. Penalties for Category II Activities:

Activities covered under this category are: band, vocal music, speech, one-act plays, and all clubs and organizations. If a student becomes ineligible and is also participating in Category I activities, the student automatically will become eligible in Category II activities once he/she serves their penalty for the Category I activities. Students not in Category I activities, will be penalized as follows: (1) First Violation-the student will be ineligible for one major event and meet the counseling requirement. (2) Second Violation-the student will be ineligible for two major events and meet the counseling requirement. (3) Third Violation and Each Subsequent Violation-the student will be ineligible for three major events and meet the counseling requirement.

Violation of either the alcohol, tobacco, or racial/religious/sexual harassment rule will affect awards in the following manner:

1st Violation: student loses 50% of 1 year's points toward letter award.

2nd Violation: student loses 75% of 1 year's points toward letter award.

3rd Violation: student is ineligible for any awards for the balance of the school term.

National Honor Society

When the National Honor Society was founded in 1921, the hope of the National Association of Secondary School Principals was to create an organization that would recognize and encourage academic achievement while also developing other characteristics essential to citizens in a democracy. These ideals of scholarship, character, service and leadership remain as relevant today as they were in 1921.

Selection as a National Honor Society (NHS) member is a privilege, not a right and is granted by the NHS Faculty Council, which consists of five faculty members appointed by the high school principal. The NHS advisor is a sixth person on the committee, but is not a voting member. Demonstration of outstanding performance in all four NHS membership

criteria or scholarship, leadership, service and character are required for selection.

Selection as a member of the National Honor Society is often the pinnacle of one's achievements in school. The first criterion to be considered for NHS induction is scholastic achievement, as determined by an individual's cumulative GPA. This cumulative GPA begins with a student's fall semester of their freshman year. Once a student meets the cumulative GPA criterion, they are eligible to submit leadership, service and character information to be considered by the NHS faculty council before decisions are made regarding induction.

In order to insure fair and consistent decisions regarding membership, the following procedures for membership selection has been established:

1. Consideration for National Honor Society begins when a student meets the cumulative GPA criterion, which accumulates from semester 1 of the freshman year. The cumulative GPA requirement for National Honor Society membership is 3.50 or higher, beginning the fall of the students' 11th grade year.
2. Students in grades 11 or 12 who meet the scholarship criterion will be identified and invited to fill out a candidate information sheet.
3. The NHS Faculty Council will consider each candidate in the areas of service, character and leadership.

Candidate Information Selection Criterion

- a. Leadership – students will need to identify a minimum of 4 activities in which they exercise leadership. Please see advisor or principal for samples of leadership activities.
- b. Service – students must document a minimum of 25 hours of community service in the previous 12 months. Community service hours must be verified by an adult.
- c. Character – students must obtain 3 letters of character reference, one of which must be obtained from a member of the K-12 school faculty.

- i. In addition, students must not have a character violation within the previous 12 months.
- d. Essay –candidates must submit a 250 word essay explaining the virtues of National Honor Society membership and how membership can positively impact the educational environment at New York Mills High School.

4. The NHS Faculty Council will make final membership recommendations.
5. According to the National NHS Constitution, the final decision of membership lies with the high school principal.
6. New members will be inducted into the local NHS chapter.

Membership in the NHS is both an honor and a responsibility. Students selected for membership must continue to demonstrate the qualities of scholastic, service, leadership, and character. Students who fail to uphold the qualities of membership may be placed on probation or have their membership revoked.

Overnight Trips

Any overnight trip for a non-competing or non-participating school group requires school board approval of the site / date / and general information at least three months prior to the trip departure. The school board will approve or reject the trip proposal on a case-by-case basis. The proposed trip guidelines and rules must be presented to the building principal for review and approval at least five weeks before departure.

Pep Fests

Periodic pep fests will be held to develop interest in the various extra-curricular events. Advisors will make arrangements with the principal as to the time, duration, and agenda of the pep fests at least three days prior to the desired time of the event. Students who elect to attend shall stand for the National Anthem, school song and shall participate appropriately.

Pledge of Allegiance

Students in the New York Mills school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. Any student or teacher may decline to participate in recitation. Students must respect the choice not to recite the pledge.

Prom

The Prom is for students in grades 9-12 and adults under the age of 21. Freshmen and sophomores shall not attend prom unless they are the date of a NYM junior or senior. The After Prom Party is open to 11th and 12th grade NYM students and their dates. No 9th and/or 10th grade students may attend unless they are the date of an NYM junior or senior. Students who have accumulated detention are eligible to attend prom only if they are making progress on serving detention.

School Dances

Each request for a school dance (includes request by a class or club) must be submitted in writing to the administration at least two weeks in advance of the event. The request must contain the following information:

1. Beginning and closing time of the dance.
2. Who is to supervise the dance and be responsible for school property and conformance to regulations governing the dance.
3. Who is to be admitted.
4. Admission charge to be made.

School dances will be open to students in grades 9-12 and their dates outside the school system (who must be approved by the sponsoring group and the high school principal if the dance is not a closed dance). 7-8th grade dance must conform to the same regulations except they are closed dances and open to grades 7-8. No school dance will be approved to run later than 10 PM on a night preceding a school day or 12 AM on any other night, unless an exception is granted by the administration.

See detention rules for dances/after school events

Sportsmanship

Each student/parent/spectator should follow these suggestions that will serve as a guide to carrying out his/her responsibility in promoting good sportsmanship:

Consider the visiting team and fans as well as the officials as guests and treat them as such.

Respect the right of all spectators. Accept the officials' decision as final. Support cheerleaders with enthusiasm. Be modest in victory and gracious in defeat. Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship. Students/parents/spectators are to refrain from the following un-sportsmanlike conduct:

No booing or jeering officials or players at any time.

No yelling for or demanding a substitution or withdrawal of a player. No use of profane or

inappropriate language at any time during the game.

No throwing objects on the field or playing court. No criticizing players or coaches for losing a game.

State Tournaments

All A-squad members, cheerleaders, and managers can be excused to attend State tournaments. A-squad in each case means active on A-squad at the end of the local season. This rule will apply to any state tournament except where the Mills High School team is a participating team.

Those A team members with tickets and who are properly chaperoned (i.e., a chaperone can not be a high school student and must be approved by the parent or guardian of the student involved) will be excused for tournaments providing their schoolwork is made up in advance of the absence. No student will be excused early from school the day before the tournament. Students on varsity traveling with the team should be excused.

Student Council

Representation in the Student Council will be as follows: The president of each class plus two additional members from the senior class and one additional member each from the junior class and the sophomore class. Students who feel that certain ideas or problems should be brought up during the year should contact their student council representative and ask that it be brought before the student council. The council, in consultation with the principal, will decide when it will hold its meetings.

Notices/Policies

Acceptable Use Policy

New York Mills School District maintains an access to electronic information services and networks and therefore requires a user agreement and parent/guardian permission form that must be signed by the student and parent prior to students using computer technology.

Anti-Pollution

Since the aim of the school is to keep all hallways and rooms neat in appearance, the cooperation of all students is necessary. Waste paper, which includes candy and gum wrappers, etc., must be placed in wastebaskets.

Athletic Issued Uniforms:

Athletic issued uniforms are to be worn during practice and / or interscholastic events, as directed by the coach. At no time shall school

issued uniforms be worn for gym class, work or job, social attire, or school wear. Upon prior approval from the building principal or activities director, uniforms may be worn for special occasions, including but not limited to homecoming, spirit week, and sectional or state tournaments.

Backpacks / Bags

All backpacks or carry bags must have identification on the outside of the bag, necessary for identification of the bag's owner without opening the bag. Identification may be in a discrete area not easily read while the bag is being carried or identification may be on an attached luggage tag. Backpacks may not be brought from class to class. Backpacks must be kept in lockers; not in the halls.

Canoe Trips/Hay Rides/Car Wash

Canoe trips, hayrides, and / or car washes by any school-affiliated group will not be permitted.

Care of Books / Supplies

Please take proper care of books and supplies. The student to whom the book/supply was issued must pay for books or supplies that are lost, damaged, or destroyed. WHEREAS, textbooks normally cost at least \$50 each, and WHEREAS, if a textbook is lost or damaged, therefore it is the policy of District #553, which the replacement cost reflects a five-year plan of replacement. Books which are six years or older will be held at five year value plus \$1 for postage, billing fees, etc. Depending on the extent of damage, a lesser amount may be assessed.

Textbooks are furnished free. The teachers check out texts to the students, recording the number and condition of the book. Students should be held responsible for the condition of the book checked out to them and reimburse the school for damage from unusual wear or other causes.

The school as needed furnishes workbooks. They are the property of the school district and should not be given to students to keep. They are for the pupil's use only. It shall be the duty of the principal to request workbooks only if in his or her opinion they are essential to quality instruction.

Closing of School

In case school is closed due to weather conditions or any other emergency, announcements will be made over radio station KWAD in Wadena to notify students and parents. Parents may call the district message board at 218-385-2553 to hear information regarding the closing of school due to inclement

weather as well as listening to local TV and radio stations.

Correction Fluid

No student is to bring or have correction fluid/white out in his/her possession on school grounds.

Drivers' Education

After having completed the classroom instruction in drivers' education and having gotten his/her temporary permit, a student who is at least fifteen years of age is provided the opportunity for six hours of observation and six hours of behind the wheel training. The latter is offered to students on Saturday and during the summer months at current rates set by the district.

Electronic Devices (cell phones, tablets, iPods, etc)

Students are permitted to use electronic devices such as cell phones, iPods, MP3 players, at designated times on school campus. These times include prior to the start of school at 8:30 AM, during lunch time, and after the school academic day at 3:18. Electronic devices may not be used during the instructional day. However, the use of electronic devices (handheld computers, iPods, MP3 players, cell phones, etc.) may occur in the classroom with teacher permission. At no time will these devices be used for inappropriate behaviors or as a means of harm to another student, teacher or school personnel.

If electronic devices are used on school campus during instructional hours without direct permission from staff, the following restrictions and consequences will be enforced:

- 1st offense- staff confiscates device and delivers it to administration. Student may pick up device at the end of the school day.
- 2nd offense- staff confiscates device and delivers it to administration. The parent/guardian is called to be notified that if the device gets confiscated a third time it will be held until a parent/guardian picks up the device.
- 3rd offense- staff confiscates device and delivers it to administration. Parents must pick up device.

Under NO circumstances are any pictures or recorded information taken or recorded during school hours or during an extra-curricular activity to be used by students outside the classroom for any information sharing purposes. Consequences will be enforced for any activity involving information sharing.

If an electronic device is lost or stolen at school during the school day, it is not the responsibility

of the school district or school personnel.

Additionally, if an electronic device is confiscated by a staff member, the school is not liable for the device if it is stolen or damage occurs to the device.

Fire Drills & Evacuations

1. All instructors are to inform their students of the route of evacuation from their room during a given period.
2. When the fire bell sounds, everyone is to leave the building in a quick but orderly fashion.
3. No one is to re-enter the building until the master bell system rings in an interrupted manner or on signal from administrator to the teachers in charge.

Gym Shoes

For physical education and noon period play in the gym, all students are required to bring a pair of gym/tennis shoes. Street shoes will not be allowed.

Health Services

Health Office: The Health Office is open from 8:15-3:15 on student school days. The phone number is 385-2553, etc. 408. Every student should have an emergency medical card filled out and on file. It includes emergency contacts, health conditions, special diets, allergies, physical restrictions and medications. Please inform the Health Office staff at any time during the year of any health concern changes. A health record is kept on file for each student in the Health Office.

Illness: A child showing any indications of being ill before leaving for school should be kept at home. Parents/guardians will be asked to take their child home whenever their child displays any of the following symptoms: temp over 100 degrees, vomiting, diarrhea, pink eye, suspicious skin lesions, live head lice or untreated nits, any other signs of illness. The parent will be notified to make arrangements for their child to go home. No child will be sent home without their parents first being contacted. Before returning to school, students need to have a normal temp for 24 hours, without a fever reducing medication, free of vomiting and diarrhea for 24 hours. If on a medication for a contagious condition, such as strep throat, they must be on antibiotics for 24 hours before returning.

Immunizations: The Minnesota School Immunization Law states, "Children entering the 7th grade must be completely immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella (or date of disease signed by a physician), and at least one dose of Meningitis vaccine, or meet one of the alternatives provided by law". Exemption forms are available from the Health Office to be signed by the parent/guardian and Notary Public.

Medications: No medications will be administered without the proper permission and information. Medications must be brought to school by a parent or guardian, and will be kept in the Health Office. Please do not send medications with your child. Students should not keep any prescription or over-the-counter medication in their possession during the school day. *Inhalers and Epi-Pens, with the permission of the physician and parent, are the only exception to this rule, with a special form filled out from the Health Office.*

Prescription Medication: Prescription medications must be in the original pharmacy labeled container that corresponds with the physician order. An authorization form is available from the Health Office and must be signed by the physician and parent, with a new one filled out if changes occur. If the prescription is short term such as an antibiotic, please, if at all possible, medicate at home.

Non-Prescription Medications: New York Mills School district does not carry any "stock" medications. If your child needs a non-prescription medication during the school day, it must be brought in by the parent/guardian, in the original container with the manufacturer's recommended dosage label intact and will only be given according to the recommended dosage for wt/age. Permission forms are available in the Health Office and must be signed by parent/guardian.

Screenings: Vision and Hearing Screenings are done in the fall. Vision is done on grades 7 and 10. Hearing is done on grades 8 and 11. New students are also screened and any student by special request from teacher or parent. Students not passing hearing or vision are rescreened at a later date. If they do not pass rescreening, parents are notified.

Homecoming

Candidates for Homecoming Queen and Homecoming King must be members of the senior class and will be nominated by their classmates. Students in grades 7-12 and faculty will vote for the slate of candidates. All candidates must be eligible for extracurricular activities as established by the local school district. Homecoming activities will be limited to five in-school days. The administration may extend the time upon request from the homecoming committee.

Hot Lunch Program

Hot lunch is served for both the high school and the elementary school. The board sets the meal price. All meals are purchased at the district office. Students may put money into their lunch account before or after school hours or during the noon hour.

There is no charging of meals. Students must have a positive account balance in their lunch account in order to eat a school lunch.

1. Students purchasing their lunches are not to share, give away, or sell food items or milk to students not participating in the hot lunch program.
2. **NO** food or milk is to be taken out of the cafeteria.
3. Students bringing sack lunches may purchase milk for 35 cents.
4. Students caught throwing food during lunch period will not be allowed to eat in the cafeteria for 5 days (1st offense), 10 days (2nd offense), and 20 days for the 3rd offense.

If your child has a food allergy or intolerance, please contact the school food service to arrange for meal modifications.

Non-Discrimination Policy

It is the policy of the Board of Education of District No. 553 to comply with Federal and State Law prohibiting discrimination and all requirements imposed by, or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the educational program, or in employment or recruitment, consideration, or selection; therefore, whether full-time or part-time under any educational program or activity operated by the district.

To effectuate the provisions of this policy, the board of education directs the superintendent of schools to immediately take the following action steps:

1. Develop and implement a management system to comply with the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Chapter 363.03, Minnesota Human Rights Act.
2. Evaluate on a continuous basis the district's operation in terms of the requirements of federal and state law prohibiting discrimination. This evaluation will include policies, practices and procedures currently in effect.
3. Modify those aspects of the district's operation that do not conform to Federal and State Law prohibiting discrimination.
4. Take remedial steps to eliminate the present effects of past discrimination.
5. Maintain data for three years following completion of the evaluation as recommended under paragraph two (2) of this section and upon request, provide the HEW a description of any modification made pursuant to paragraph three (3).

6. Assign responsibility for the implementation of provision of Civil Rights Law to the Title IV Coordinator of the District, whose name is Todd Cameron, Elementary Principal 218-385-4200.
7. Design and implement a training program to acquaint the district's staff with its Civil Rights responsibilities.
8. Establish and publish a grievance procedure for students and staff under the provisions of title IV.
9. Disseminate the district's nondiscriminatory policy to clients, the general public and vendors. Discrimination Grievance Procedure shall be the following, pursuant to the School Board Resolution pertaining to Title IX of the Education Amendments of 1972 and Chapter 363.03, Minnesota Human Rights Act.

A. Any person who has a complaint alleging that the school district is not complying with this policy, or alleging any actions prohibited by this policy, shall present the complaint in writing, along with the reason for such **complaint**, to the No-Discrimination Officer.

B. This official shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. The designated official shall make a decision, and such decision shall be communicated to the complainant within thirty (30) days of the initial reception of the complaint. The person designated by the board as Non-Discrimination Officer shall be the superintendent of the schools.

C. If the designated official finds that the complaint is justified, he shall initiate action to rectify the complaint.

D. If the designated official finds that the complaint is not justified, he shall so notify the complainant.

E. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the board of education; such appeal to be requested in written communication to the superintendent of schools no later than thirty (30) days after receipt of the written decision of the designated official.

FA hearing before the board of education shall occur no later than forty-five (45) days after receipt of a written request for such hearing by the original complainant. The complainant may testify and may request others to testify in the complainant's behalf. The designated official will summarize the findings of the investigation called for in Step "B", and may request others to testify. The board shall reach a decision and notify the complainant of its findings no later than thirty (30) days after the hearing.

G. If the complainant is not satisfied with the decision of the board, the complainant may appeal to: Director of the Office for Civil Rights, 300 South Wacker Drive, Chicago, Illinois; or

Commissioner of Human Rights, 200 Capitol Square Building, St. Paul, Minnesota 55101, Telephone 612-296-5663; or Equal Employment Opportunity Commission, Regional Office, 342 Water Street, Milwaukee, Wisconsin 53202, 414-224-1111.

School Disciplinary Action May Include But is Not Limited to the Following:

- Meeting with the teacher, counselor, or principal;
- Detention;
- Loss of school privileges;
- Parental conference with school staff;
- Modified school programs;
- Removal from class;
- Suspension; Expulsion

Noon Hour

Students are to walk to the lunch line, stand in an orderly line with no line jumping. There will be no holding of a place for friends in the line, etc. Any student doing this will be placed at the end of the line.

When students finish eating, they may use lavatories, the gym, or be outside.

Students in grades 7-8 will have a closed noon period.

Students in grades 9-12 are free to leave the school grounds during their lunch break. Any parent wanting their child confined to the school premises during the noon period should notify the principal in writing. **Open noon hour is a privilege and students may lose this privilege if they fail to meet school expectations.**

Pest Control

District #553 utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the district's buildings. Their program consists of 1) inspection and monitoring to determine whether pests are present and whether any treatment is needed, 2) recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials, 3) utilization of non-chemical measures such as traps, caulking and screening, 4) application of EPA-registered pest-control measures when needed. Pests can sting, bite, cause contamination, damage property and spread disease; therefore we must prevent and control them. The long-term health effects on children from the application of such pest-control materials, to which they belong, may not be fully understood. All pest-control materials are chosen and applied according to label directions per federal law. An estimated schedule of interior pest-control inspections and possible treatments is available for application for review or copying

in the district office. A similar estimated schedule is available for application of herbicides and other materials to school grounds.. Parents of students may request to receive, at their expense, prior notification of any application of a pest-control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Public Register / Directory Information

Public information shall include names and pictures and / or addresses of students participating in or attending extra-curricular, co-curricular, and / or academic activities, school events, and MSHSL activities or events. Parents, guardians, or students not wanting to be part of the public directory (given to military upon request) must state so in writing by September 15 of each year.

School Discipline Policy

STATEMENT OF PHILOSOPHY

A. School Responsibilities

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

The school board and district administrators will support district personnel who follow discipline guidelines within state statutes, state board of education regulations, and this policy.

The following school board policies apply district-wide:

A. Student Responsibilities

1. What we do here counts.

Every student should remember that he or she writes his or her high school record; once written, that record cannot be changed. Students should also know that when securing employment, entering the armed forces, enrolling in a university or college, their record follows them. The importance, therefore, of a good high school record cannot be overemphasized. An excellent record of high marks, good attendance, unquestionable behavior, and a good rating in personality and character traits-should be the goal of every student in the New York Mills High School.

B. School Disciplinary Action May Include But is Not Limited to the Following:

Meeting with the teacher, counselor, or principal;

Detention;

Loss of school privileges;

Parental conference with school staff;

Modified school programs;

Removal from class;

Suspension; Expulsion.

2. How about attitude?

Attitude is defined as a manner of acting, feeling, or thinking that shows one's disposition, opinion, etc. Attitudes toward academic subjects, and school in general, should be one of challenge; a challenge, that students do their utmost to meet. Student attitudes toward teachers and others in authority should be one of respect, for teachers and other staff are sincerely concerned and interested in preparing students for a worthwhile future.

3. Students

Students are expected at all times to be respectful to their teachers, punctual in attendance, industrious in their school work, and obedient to rules and regulations. Students affected with a contagious or infectious disease, or coming from a home where such a disease is known to exist, shall be excluded from school and shall not be permitted to reenter until they are able to bring a certificate from a doctor stating that it is safe for them and others that they be readmitted.

We believe that a wholesome friendship between the sexes is normal and desirable. We believe this relationship is a very special one and thus it is to be on the highest level. Anything that would tend to cheapen this relationship is out of place at our school. The "Dating Period" is a crucial time of life and it is important that young people learn to be disciplined in this area as well as in others. There must be no inappropriate public display of affection. Such display is considered in poor taste and is regarded as immature behavior.

Students are expected to go through corridors quietly and without loitering. Congregating in corridors or rest rooms, loud talking, running, and scuffling in the building are out of order. In addition, crossing lawns of the school or private property is one example of complete lack of respect and is discouraged.

Students are not allowed to smoke in the school buildings nor on any school property nor anywhere at a school-sponsored event. (Subject to existing law.)

No alcoholic beverages or other illegal drugs shall be allowed on school property or at school sponsored events. Any evidence of alcoholic consumption shall be grounds for removal of any student from school premises.

School Parties

Whenever possible, we encourage the scheduling of events in high school on Friday or Saturday evenings. Each class may not have more than two parties at the discretion of the administration during the school year. Other organizations may have social functions. Arrangements as to the time and place shall be cleared through the administration. Other matters pertaining to the parties shall be cleared through the high school principal, whom may set up rules as deemed necessary.

The time for closing parties in the junior high during the week shall be 9 PM and for the senior high 10 PM. When held on Friday or Saturday, the time may be one hour later.

School Trips

All school trips must be approved by the building principal before being discussed with pupils. A well-planned trip can have much educational value. In case a bus is needed, the trip must also be cleared through the superintendent's office at least two days before the trip. Students are not to provide transportation on such trips unless each is accompanied by a teacher or approved adult. Any trip planned that does not follow the above procedure will automatically be rejected.

Senior Class Trip

A one-day senior class trip will be allowed during the month of May. A committee of seniors along with class advisors, counselor, and high school principal will plan the day's activities. Class officers at the regular April board meeting will make a proposal to the school board. This trip, which is supported by the school, takes place in lieu of a "senior class trip day." Seniors participating in this trip acknowledge that they will not participate in a "senior class skip day."

Sexual Harassment and Sexual Violence

I. General Statement Policy, School District 553
Sexual harassment is a form of sexual discrimination which is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. #2000e, et seq., and Minn. Stat. #363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or purpose.

It is the policy of Independent School District No. 553 to maintain learning and working environment that is free from sexual harassment and sexual violence. The school district prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 553 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District 553 to be sexually violent to a student or employee.

The school district will act to investigate all complaints, either formal or informal, written or unwritten, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the school district.

II. Sexual Harassment/Sexual Violence Defined

A. 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:

- 1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of not obtaining an education; or
- 2) 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
- 3) 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.

Any sexual harassment as defined when perpetuated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. Any sexually motivated unwelcome touching, or

8. Sexual violence, which is a physical act of aggression that includes a sexual act or sexual purpose.

III. Reporting Procedure

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate school district official as designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal or each building or available from the school district office.

A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the principal must notify the District Human Rights Officer immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Human Rights Officer. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the District Human Rights Officer.

B. District-Wide. The school board hereby designates the principal as the School District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building principals as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the superintendent.

The school district shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

C. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment, grades, or work assignments.

D. Use of formal reporting forms is not mandatory.

The school district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school district's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

IV. Investigation and Recommendation

By authority of the school district, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by school district officials or by a third party designated by the school district. The investigating party shall provide a written report of the status of the investigation within 10 working days to the superintendent of schools and the Human Rights Officer.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, the school district should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

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.

In addition, the school district may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence. The School District Human Rights Officer shall make a report to the superintendent upon completion of the investigation.

V. School District Action

A. Upon receipt of a recommendation that the complaint is valid, the school district will take such action as appropriate based on the results of the investigation.

B. The result of each complaint filed under these procedures will be reported in writing to the complainant by the school district. The report will document any disciplinary action taken as a result of the complaint.

VI. Reprisal

The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists, or participates, in an investigation, proceeding or hearing relating to a sexual harassment of sexual violence complaint.

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

VII. 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.

VIII. Sexual Harassment or Sexual Violence as Sexual Abuse

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under Minn. Stat. #609.341, subd. 10 through 609.345; Minn. Stat. #609.321 through - .324; or Minn. Stat. #617.246. In such situations, school districts shall comply with Minn. Stat. #626.556, Reporting of Maltreatment of Minors. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged sexual abuse.

IX. Discipline

Any school district action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota statutes and school district policies. The school district will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

Bullying Policy

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.

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.

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 buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events.

While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

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, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

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.

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.

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.

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.

See addendum for more information on policy.

Solicitation on School Property

1. Co-curricular groups may do limited fundraising with administrative pre-approval; 2. Adult Booster Clubs do off-campus adult fundraising.

Students of extra-curricular groups shall seek adult Booster Club financial help if such help is necessary for a clearly defined school project (not an individual project). Furthermore, those groups must communicate with the Booster Club, not attempt to sell items on their team level behalf. Student Booster Club fundraising shall be minimized on school property.

Student Insurance Plan

If you do not have a family health or accident insurance plan it is recommended that you contact the high school officials and purchase an athletic insurance plan. It is imperative that athletic participants, cheerleaders and parents-guardians are aware that participation in athletics, physical training or cheerleading may involve a certain amount of injury risk.

Injuries may occur due to the breakdown or a flaw in manufactured protective padding or equipment, improper fitting of protective equipment, failure to obey a safety rule on the part of the participant or a team member, inadequate physical preparation in training for the activity, or an unavoidable injury during a contest. Any student who is injured in school should report the injury to the principal's secretary.

Telephone

Students wanting to call out from the school may do so by making a request of their classroom teacher or office personnel. Students will not be excused from classes to receive calls except in an emergency. A concerted effort will be made to relay messages to students.

Use of Gym Facilities

The high school principal may authorize non-student occasional adult evening/weekend use of the gym facilities as he or she deems appropriate.

Visitor Guidelines

All non-employee visitors must register and pick up a visitor's pass at the principal's office upon first entering the building. Visitors include:

- A. potential transfer students (open enrollment),
- B. students who once attended New York Mills and are returning to visit family and friends,
- C. and relatives of enrolled students.

All student visitors must receive prior approval 24 hours in advance before they will be allowed to visit the school. No visitors will be allowed to visit NYM schools during the last five (5) days of student attendance during the school year.

NOTE: Students from a neighboring school will NOT be given a visitor's pass regardless of whether or not their school is in session. Visitor passes are not issued to boyfriends/girlfriends of NYM students. Administration has the final decision on all visitor passes issued.

Individuals who do not follow the above instructions may be escorted from the building by NYM staff.

*****There will be an addendum to the 2015-2016 New York Mills High School Student Handbook which will identify any additions or changes to the printed handbook.***