

# **Verndale Public School**

## **Secondary Student Handbook 2020-2021**



**PIRATES TAKE PRIDE IN LEARNING!**

**Verndale Public School ISD 818  
411 Southwest Brown Street  
Verndale, MN 56481  
(218) 445-5184  
[www.verndaleschool.org](http://www.verndaleschool.org)**

# MESSAGE FROM THE ADMINISTRATION

Dear Students and Families,

We would like to welcome you to Verndale Public School. Students will have many opportunities to learn, grow, and succeed. Student success is best achieved when clear expectations are set and a strong partnership exists between families and the school.

The student handbook explains the policies and procedures that will be used to help promote a safe educational environment at Verndale Public School. Please review the handbook and keep it for future reference. As with any student handbook, every situation a student may encounter during the school year cannot be covered and explained thoroughly in a condensed book.

It is our pleasure to work with the students, parents/guardians, teachers, and staff to ensure each student in the Verndale Public School District receives a high-quality education. Please feel free to contact the school if you have any questions regarding the student handbook or any other school matter.

Mr. Paul Brownlow  
Superintendent

Mrs. Katie Bolland  
K-12 Principal  
District Assessment Coordinator

# VERNDALE SCHOOL MISSION STATEMENT AND GOALS

The mission of the Verndale Public School District is to provide a safe and innovative learning environment where all students are prepared for an ever-changing world through educational excellence.

School District Goals:

1. Optimize Student Achievement
2. Manage an Effective School District Budget
3. Retain Effective Staff Members

The Verndale School Board adopted this handbook on August 10, 2020.

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## **LEGAL NOTICES**

### ***Verndale School Compliance with State and Federal Laws Prohibiting Discrimination***

Verndale School District #818 does not unlawfully discriminate on the basis of race, color, creed, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for the complaint to the school's Superintendent within 30 days. The Superintendent will initiate an investigation and resolve the complaint.

(Verndale School District Policy #102 – Equal Educational Opportunity)

### ***Title IX***

Verndale School complies with all regulations prohibiting discrimination on the basis of gender in school. The district's Title IX Officer is Katie Bolland, the K-12 Principal. Inquiries regarding compliance with the Title IX may be directed to the Title IX Officer or to the Director at the Office for Civil Rights, Department of Health, Education, Welfare, Washington D.C. (Verndale School District Policy #522 – Student Sex Nondiscrimination)

## ***Section 504***

The Verndale School supports Section 504 regulations that eliminate discrimination on the basis of disability in any program or activity receiving federal funds. Katie Bolland is the District 504 Coordinator. (Verndale School District Policy #521 – Student Disability Nondiscrimination)

## ***Notice Concerning Use of Pest Control***

### ***Materials***

A Minnesota state law went into effect in 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Schools that apply these pesticides are required to maintain an estimated schedule of pesticide applications and to make the schedule available for review or copying at the school office. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact Wade Kern at (218) 445-5184.

## ***Verndale School District Annual Asbestos Notification***

In accordance with federal regulations, the Verndale School District has an asbestos management plan documenting the location and condition of all known or assumed asbestos containing building materials (ACBM) in the school building. Every six months, an accredited inspector visually inspects the condition of the ACBM. The management plan is available for public inspection at the school office during normal business hours. Questions related to the plan should be directed to the account manager under contract with the Institute for Environmental Assessment, Inc., Brooklyn Park, MN, at (763) 315-7900.

## ***Indoor Air Quality Notification***

The Verndale School District advocates a healthy school environment in which the surroundings contribute to an environment conducive to learning for students and productivity for students and staff. To help accomplish this, we have implemented an IAQ Management Plan using guidelines provided by the Minnesota Department of Education (MDE) and the "Tools for Schools" document developed by the U.S EPA. Wade Kern is the IAQ Coordinator for the Verndale School District. He has been trained and certified by the Minnesota Department of Education to fulfill this position. All concerns should be brought to his attention. He can be reached at (218) 445-5184.

## ***Pledge of Allegiance***

Students will recite the Pledge of Allegiance each morning. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

(Verndale School District Policy #531 –  
The Pledge of Allegiance)

## ***District #818 Policies***

The Verndale School District #818 Policies are available for inspection at the District Office during regular business hours.

### **Daily Schedule**

Our school day begins at 8:15 a.m. and concludes at 3:09 p.m. The school day is divided into seven periods of 48 minutes each with a 24 minute lunch period for grades 7 and 8 and a 33 minute lunch period for grades 9-12.

1 <sup>st</sup> Period	8:15 – 9:03
2 <sup>nd</sup> Period	9:06 – 9:54
3 <sup>rd</sup> Period	9:57 – 10:45
4 <sup>th</sup> Period	10:48 – 11:36
PT <sup>2</sup>	11:39 – 12:06
Lunch (9-12)	12:06 – 12:36

5 <sup>th</sup> Period (7-8) - Split Period	
5A	12:09 – 12:33
5B	12:34 – 12:58
5C	12:59 – 1:27

5 <sup>th</sup> Period (9-12)	12:39 – 1:27
6 <sup>th</sup> Period	1:30 – 2:18
7 <sup>th</sup> Period	2:21 – 3:09

School Dismissal 3:09 p.m.

Regular Route Bus Exit 3:15 p.m.

Extra Curricular Bus 3:10-5:30 p.m.

Late Bus (Monday - Thursday) 5:00 p.m.

### **Two-Hour Late Start Schedule**

1 <sup>st</sup> Period	10:15 – 10:50
2 <sup>nd</sup> Period	10:53 – 11:28
3 <sup>rd</sup> Period	11:31 – 12:06
Lunch (9-12)	12:06 – 12:37

4 <sup>th</sup> Period (7/8)	12:09 – 12:44
Lunch (7/8)	12:44 – 1:15

4 <sup>th</sup> Period (9-12)	12:40 – 1:15
5 <sup>th</sup> Period	1:18 – 1:53
6 <sup>th</sup> Period	1:56 – 2:31
7 <sup>th</sup> Period	2:34 – 3:09

**Students who wish to be in the building before 7:45 a.m. and/or after 3:15 p.m. must be under the direct supervision of school personnel.**

## **Breakfast/Hot Lunch Program**

Breakfast and lunch will be served on a daily basis. All students must eat in the cafeteria even if they bring their own lunch.

In order to serve our students with peanut allergies, the Verndale School does not serve products containing nuts or nut products. We also encourage students and parents to follow these same guidelines. The district will also provide an alternate product for students that are lactose-intolerant.

The School Board has determined the following prices:

Breakfast for Kindergarten	Free
Breakfast for 1 <sup>st</sup> -12 <sup>th</sup> Grade	\$0.75
Free & Reduced-Price Breakfast	Free
Breakfast for all Adults	\$1.90
Lunch for Elementary	\$2.25
Lunch for High School (7-12)	\$2.35
Free & Reduced-Price Lunch	Free
Lunch for Adults	\$3.85
Additional Milk - Student	\$0.25
Additional Milk - Adult	\$0.35

*(All visitors - adults and children - are expected to pay the adult price for their meal.)*

Free and reduced meals are available to families that qualify. An application may be picked up from the office.

All meals and extra milk are to be paid for in advance or at the time of service. Students will receive their meal number the first day of school.

If you have any questions, please contact Vickie Thompson at 445-5184 ext. 301.

## **Health Office**

A health assistant is located in the office and can provide first aid and administer medications as needed. Students who leave school due to illness or injury must obtain a Permit to Leave from the office.

If a student needs to take prescription medication during school hours, the school requires the following:

1. Parents must bring the medication to the health office in the **original container** from the pharmacy. The label should include the student's name, name and dose of the drug, and time the drug should be administered.
2. A signed order from the parent and prescribing medical professional, which should include the student's name, name and dose of the medication, time the drug should be administered, for what condition the drug is being prescribed, as well as possible side effects.
3. Students needing prescriptions drugs that can be self-administered (inhalers, Epi-Pens) must have a written order from the doctor and should include the information listed in number 2.

If a student needs over-the-counter medication/non-prescription medication during the school day, the school requires the following:

1. Parents must bring the medication to the health office in the **original container**.
2. Parents must provide written consent, indicating what medication should be given, for what purpose, dosage instructions and the time the medication should be administered.  
(Verndale School District Policy # 516 – Student Medication)

## ***Student Immunizations***

Each student attending Verndale School must be in compliance with the current Minnesota Immunization Law.

## ***Communicable Diseases***

Students who have been diagnosed with a communicable disease (Pinkeye, Chickenpox, Diarrhea, Fever, Head Lice, Impetigo, Influenza, Pneumonia, Ringworm, Scabies, Strep Throat and Vomiting) must be excluded from attending school until the communicability period has ended. The school office has a list of the recommended exclusion periods for communicable diseases.

## ***Student Insurance***

Parents/guardians should consider taking out student insurance if their insurance policy does not cover accidents (including dental) that occur in the school. Parents/guardians should also check their policy to determine if their student is covered when he/she participates in athletics. The school carries liability insurance that applies only if the school district is declared legally responsible by a court of law.

## ***Student Obligations***

### ***Books and Equipment***

All equipment including textbooks, laboratory manuals, sporting equipment and other materials provided by the school for student use, must be paid for, by the student, if lost or damaged.

### ***Lockers***

Lockers are issued to each student. The care of these lockers is the student's responsibility. **Any damage to the locker will be assessed to the student.** The administration may at any time search a student's locker, desk, personal possessions or person if administration has reasonable suspicion to believe unauthorized objects are present. (Verndale School District

Policy # 502 – Search of Student Lockers, Desks, Personal Possessions and Student's Person)

## ***Fees***

Public education in Minnesota is free to all students who are residents. However, fees may be charged to students under the following circumstances:

- Rental charge on school-owned music instruments
- Projects in art, FACS, industrial technology or some other course that is in excess of the material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor. The student may elect to take such projects home and costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again, with the approval of the instructor
- Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service
- Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving laboratory or shop work
- Costs of field trips, which are made available from time to time but are not required as a part of a course, should the student elect to participate in the field trip
- Cost of the yearbook, graduation announcements or class rings should the student elect to order any of these items
- Admission fees for concerts, plays, athletic events and other programs or activities which the student may attend at his/her

discretion. Deposit for padlocks supplied by the school for use on lockers. Deposit will be returned when padlock is returned at the end of each school year

- Students who have not brought in the money to purchase materials or the materials for their industrial technology courses by the Friday of the 2<sup>nd</sup> week of school, may be given an alternate class assignment until such fee/material requirement is resolved.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes and other items of personal equipment.

Fees unpaid within thirty days of the end of the school year may be collected through action in a small claims court or other appropriate means.

Fees may be charged for personal equipment and apparel issued to students. Students are requested to make their payment to the school secretary. Students will be allowed one week to pay fees.

The fee requirement may be waived under special circumstances.

These procedures are in accordance with and governed by the Minnesota Public School Law, MSA 120.71-120.76

## ***Safety and Security***

### ***Door Policy***

Parents and students should always use the main entrance (door 1) to access our school during the school day. All external doors, except the main entrance (door 1) will remain locked during school hours (from 8:15 a.m. to 3:09 p.m.). For safety precautions, individuals entering must use the security system and identify themselves

to the office staff in order to enter the building during this time.

Parents/guardians picking up students are required to enter the building through the main office and remain in the office or in the commons area by the new gymnasium.

Students arriving late to school or leaving early must check in and out through the main office.

### ***Surveillance Cameras***

The Verndale School uses surveillance cameras twenty-four hours per day. The administration and school staff will view the camera's footage when necessary. Parents WILL NOT be allowed to view the camera's footage unless only their child is visible.

### ***Canine Searches***

Verndale Public School strives to maintain a safe school environment. Therefore, random canine searches by a certified detection dog and trainer will be conducted on all locations on school grounds including, but not limited to, student cars, backpacks, outerwear and purses. The school will require students to cooperate with the findings of the dog by a review of possessions and a search of the locker and/or vehicle.

### ***Fire Drill***

During the school year, the school will conduct at least five fire drills. Follow the following safety precautions:

1. Walk quietly and orderly out of the building.
2. Keep a safe distance from the building when outside.
3. Directions for exits are posted in each classroom in the building.



### ***Tornado Drill***

There will be one tornado drill each spring. An announcement will be made over the intercom system that all students and staff should follow the tornado drill procedure and report to their designated shelter area.

### ***Lockdown Drill***

A Lockdown Drill will be called five times during the school year. During these drills, students and staff will practice the procedures that will be used during a crisis situation. The following actions will occur:

1. All exterior doors will be locked and all exterior window shades will be closed.
2. All classroom doors will be locked, with students moving away from windows.
3. Classroom doors will remain locked until notification by designated school personnel.
4. Lockdown status will be removed once it has been determined to be appropriate.

### ***Money / Valuables in School***

A method of safekeeping for those students who may find it necessary to bring large sums of money or other valuable items to school is provided. It is strongly recommended that money or other items of high value be brought to the office as soon as the student arrives at school in the morning. If the item is lost or stolen, the school will do its due diligence in locating the item, but **will assume no responsibility for the loss of money or valuables.**

### ***Lost and Found***

All items in the lost and found will be donated to a community organization two times per year (December and May).

## **7<sup>th</sup> & 8<sup>th</sup> Grade Promotion**

Seventh and eighth grade students who fail three out of four core subjects (mathematics / language arts / science / social studies) must repeat the entire grade. Students failing fewer than three core subjects will repeat those subjects for as long as is necessary to satisfactorily complete the required work.

Junior high students are required to complete the following courses:

2 years of Mathematics

2 years of English

2 years of Science

2 years of Social Studies

2 years of Music

2 trimesters of Physical Education

2 trimesters of Health

2 trimesters of Art

2 trimesters of Family & Consumer Science

2 trimesters of Industrial Technology

2 trimesters of Computer/Business

## **Graduation Requirements**

Based on new legislation, the Graduation Assessment requirements for the State of Minnesota may have changed. Additional information to students and families will be provided as soon as possible once the Minnesota Department of Education conducts a review of the new legislative requirements.

Graduation from Verndale Public Schools requires a minimum of seventy-six and one-half (76.5) credits earned during grades 9-12. In order to participate in the graduation ceremonies, students must have

successfully completed sixty-nine (69) credits in grades 9-12.

The course requirements are as follows:

English/Communication	12 credits
Social Studies	12 credits
Science	9 credits
Mathematics	9 credits
Fine Arts	3 credits
PE/Health	4.5 credits
Computer/Business	3 credits
Careers/Life Skills	1.5 credits
Agriculture	1.5 credits

Any student that has a cumulative GPA of 3.5 at the end of his/her senior year will be acknowledged as a "Distinguished Student".

The student will have an asterisk (\*) next to their name in the graduation program.

## **Certificate of Attendance**

The Verndale School will issue a Certificate of Attendance in lieu of a Diploma.

The Certificate of Attendance should be designated to mean that a student has registered as a senior for the entire senior year.

The Certificate of Attendance should be designated only for students who are not eligible for a diploma because they have not met all of the requirements established by the Minnesota Department of Education and the Verndale School District.

## ***Schedule Changes - Drop/Add Policy***

Classes may only be added or dropped during the first week of the academic semester and only after completion of a Drop/Add form available through the office.

## ***Post-Secondary Classes***

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

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education.

## ***Online Courses***

Students in grades 10-12 may enroll in online courses that are not offered in Verdale or if there is a conflict that prevents taking the class in house. The online course must align with Verdale curriculum and standards. Students will be assigned to the library for their online course work. All coursework must be completed in a timely fashion. Administrative approval is required for students who wish to enroll in more than two (2) online courses in a semester.

If a student receives an “F” in an online course, they will be required to go through an additional application process with administration in order to register for any additional online courses. Exceptions may be granted by the administration for special circumstances.

## ***College in the High School***

The Verdale School offers several college-level classes during the regular school day. Students should see the school counselor or administration for the eligibility requirements.

All college online or in-school courses are considered honors classes.

## ***Work-Based Learning***

Students involved in the Work-Based Learning Program are not to be loitering on or around school grounds during that time. If a student continually violates this policy, administration may revoke their Work-Based Learning status and assign them to regular classes during those times.

## ***Progress Reports***

After four weeks and thirteen weeks or any other time during each semester, faculty members will contact parents of students who are making poor academic progress. Parents are urged to contact the teacher so that a conference with the teacher may be scheduled to discuss concerns about a class. Student progress

can also be accessed by parents on the Verndale School Website ([www.verndaleschool.org](http://www.verndaleschool.org))

## ***Honor Roll***

Honor rolls are calculated and prepared for publication two weeks after the end of the marking period. Students who do NOT wish to have their name(s) published in the Verndale Sun should notify the office one week prior to publication. A student who receives a failing or incomplete grade, regardless of GPA, is not eligible for Honor Roll status.

A+	GPA of 4.00
A	GPA of 3.67 - 3.99
B+	GPA of 3.33 - 3.66
B	GPA of 3.00 - 3.32

## ***Honor Students***

To be eligible for honor student status at graduation, a senior must have taken fourteen (14) of the following twenty-one (21) electives and have a GPA of 3.5 or better at midterm of the second semester of their senior year.

College English I – Academic Writing  
College English II – Intro to Literature  
Poetry/Shakespeare  
Psychology  
Sociology  
College Algebra  
College Trigonometry & Spec Functions  
Intro to College Statistics

College Calculus I  
2 years of Band  
2 years of Choir  
College Environmental Biology  
College Human Biology  
Chemistry  
Physics  
Introduction to Computer Technology Visual Arts  
Culinary Arts  
Agriculture Leadership  
Entrepreneurship  
Two years of a Foreign Language

Courses may be substituted or waived at the discretion of administration or a counselor.

## ***Incomplete Policy***

Any student who is given an incomplete at the end of a semester has **ten (10) school days** to get that incomplete made up. If this does not occur, the student may lose credit for any missing assignments that semester and will be graded accordingly. If as a result of this, a student fails a required course for graduation, they will be required to take the course again.

## ***Parent Conferences***

Parents/guardians may make appointments for conferences with teachers or administration by contacting the school office. Regular conferences are set on the school calendar.

## ***Daily Bulletin***

School activities will be announced in the daily bulletin and are to be submitted to the high school secretary before 8:15 a.m. Items for the bulletin may be omitted at the discretion of administration or designee.

## ***Announcements***

Public address announcements will be restricted to the last three minutes of the school day with further announcements at the discretion of administration or designee.

## ***School Closings***

All school closings will be announced on the instant alert system and over the following radio stations: KWAD (920 AM), KKWS (105.9 FM) and KSKK (94.7 FM); and television stations: KSAX (Channel 5), WCCO (Channel 4), KMSP (Channel 9) and KARE (Channel 11).

## ***Change of Address/Telephone Number***

Please notify the office of any change in address or telephone number as soon as possible.

## ***Access to Records***

The school has student grades, attendance and standardized test scores on file. Students and/or their parent/guardian may see the contents of these records by making an appointment with the principal or designee. All student 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 Sessions Laws of the State of Minnesota.

All school information regarding a student is considered private and confidential except directory information.

Directory information for a student includes:

- Name
- Address
- Telephone listing
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards
- Most recent institution attended
- Parent(s) name, address, telephone number

Directory information does not include personally identifiable data; which references religion, race, color, social position or nationality.

The district considers names and birthdates of students, eligible for special education, as directory information and will share the information with DHS (Minnesota Dept. of Human Services) to determine which students are currently enrolled in a Minnesota Health Care Program. If a parent/guardian does not want this information shared, please contact the school office.

If a student/parent/guardian wishes to have his/her name or picture omitted from any or all school publications, a written request must be made. (Verndale School District Policy # 515 – Protection and Privacy of Student Records)

### ***Internet/Technology***

The Verndale School is equipped with many technology items that are educationally valuable to students and faculty. When used properly, this technology can be a wonderful source of information and connection to worldwide communication. Because this technology provides a worldwide fluid environment, the information available to students and staff is constantly changing. Therefore, it is impossible to predict what information might be located. Making electronic information available does not imply endorsement of all content accessible. Technology tools, such as Internet and e-mail, must be used responsibly. The Internet and e-mail are extensions of Verndale School just as if it is a classroom, library, hallway, gymnasium or bus. The use of these tools in school is a privilege, not a right. Students who misuse these tools will be denied the privilege of access.

The following examples are provided to guide users but do not necessarily cover all areas of proper behavior:

- Users will not send, display, download or copy sexually explicit, pornographic, obscene, lewd or other inappropriate messages or pictures. If access to these areas is gained accidentally, the user will exit immediately.

- Users should not expect that files on district servers would always be private. Passwords are not to be shared.
- Users must not interfere with others' work, or with the performance of the network, by attempting to "hack" passwords, gain entry to closed areas of the network or by knowingly or inadvertently introducing computer "viruses". Illegal activities are prohibited and subject to prosecution.
- Students are not to load any software or download any files without permission from the instructor.

Student's use of the Internet should be for educational purposes. Students that use the Internet (in-school or off-school property) for inappropriate use directed at students, staff or faculty will be disciplined according to school district policies. The discipline could range from detention, suspension, expulsion or the matter could be turned over to law enforcement. (Verndale School District Policy # 524 – Internet Acceptable Use and Safety Policy)

### ***Distance Learning***

Students and families should refer to the [Distance Learning Family & Student Handbook](#) for guidance and expectations during Distance Learning.

## ***Student Behavior and Expectations***

Every school must have rules and regulations, but no written rules and regulations can possibly cover all situations. It should be understood that it is not practical or necessary to attempt to put all possible regulations into this handbook. Students are here to receive an education in a positive and productive atmosphere. The school has the right to expect students to have good attendance, respect all students, school personnel and school property, and be groomed and dressed appropriately.

### ***Attendance***

Regular attendance is absolutely essential for progress in a student's schoolwork. Students should develop the habit of being on time and prepared for the day's work. Parents and students are expected to cooperate in the matter of attendance.

Students who anticipate being gone for one day or more must first secure an advance notice of absence form from the office and show it to each of their teachers. Failure to do so before leaving may result in the absence being unexcused.

Every absence will be evaluated and determined as excused or unexcused. If a student is absent from a class for ten or more unexcused days in a semester, the student may have to make up time for that class.

Although excusing absenteeism and tardiness is at the discretion of administration, the following reasons are considered valid and should be used by parents and students as guidelines:

1. Illness of the student
2. Serious illness in the student's immediate family

3. Attending a funeral for a relative, friend or neighbor will be excused with a prearranged parental permission slip
4. Family emergency
5. Medical, dental, orthodontic or counseling appointment that cannot be scheduled outside of the school day
6. Court appearances occasioned by family or personal action
7. A student may be excused for work at home or in a family business only when it is a necessity and cannot be done outside of the normal school day. A written request must be submitted to administration. Work for neighbors or for hire is not excused
8. Educational experiences, such as trips sponsored by the school and visits to post-secondary institutions that are arranged by the counselor
9. Absences because of severe weather conditions, depending on the merits of each case
10. Prearranged absences, by parents/guardians, for a family trip
11. Students who wish to go hunting with their parents, or some responsible adult approved by the parent, will be excused provided:
  - a. The student is passing in all subjects
  - b. The student is up to date in all class work and make-up work

Exceptions are school-sponsored activities or medical appointments, where the student must show the appointment card or doctor's excuse.

### ***Truancy***

A student who does not have an excused absence is expected to be in school. Violations of this

regulation will result in a student making up time for any additional unexcused absences, being placed on restricted list, and the matter being referred to juvenile authorities.

### ***Tardies***

Students will be considered tardy if they are not in their classroom when the class begins. Students will be considered absent if they miss more than fifteen (15) minutes of the class period due to unexcused tardiness.

Students will receive one hour of detention after every third unexcused tardy of each quarter. Excessive tardiness may result in additional consequences.

### ***Passes***

Passes will be used to gain admittance from one room to another. Students should not leave a room during a class period without a pass and/or teacher permission. Passes must be signed by the teacher in the room you leave and the room you enter.

### ***Library/Technology Lab Passes***

If a student has class work to do in the library/technology lab, he/she may obtain a pass from the instructor who made the assignment. The student should report to his/her assigned class/study hall first. The student must sign into the library/lab and leave his/her pass on the desk.

### ***Skipping School / Class***

Skipping school or class is treated differently than receiving an unexcused absence. When you skip school or class, the school and/or your parents/guardians do not know where you are and have not given you permission to be somewhere else. Consequences will be determined according to each situation, but will be a minimum of making up equal time. When a student skips school or

class, they will receive a zero for any assignments given by the teacher for each class period missed.

### ***Skip Day / Senior Prank Policy***

There is no excused skip day. Any attempt to have an organized skip day will result in the students receiving an unexcused absence, in-school suspension, and/or other appropriate consequences.

Any student who, under the notion of a Senior Prank, enters and/or vandalizes the school grounds will be referred to law enforcement. Any senior involved in this type of activity may not be permitted to participate in any graduation activities.

### ***Reporting an Absence***

Parents/guardians must call the school by 8:30 a.m. if their student is going to be absent. If we have not received a call, we will call home to find out the status of your student.

### ***Make-Up Policy and Incompletes***

Students who have been absent from school will have twice the length of time missed to make up daily work or tests that were assigned while the student was absent. (Example: If a student is gone two days, they have four days to make up the work.) At the end of the allotted time the teacher, at his or her own discretion, will award either a letter grade or give an incomplete for the assignment. An assignment not turned in by the end of the allotted time may result in a zero.

In the case of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence. The student is responsible for work assigned previous to his/her absence. (Ex.: Test or paper assigned weeks in advance and due on date student returns from absence).



## ***Student Conduct***

Without discipline in schools, learning cannot occur; therefore, disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others. The following types of conduct are never permissible: truancy, threats, assault (physical, verbal or written), fighting, defiance of school staff, the use of profanity, refusal to prepare assignments, academic dishonesty, gambling, vandalism, and possession of weapons, dangerous objects, tobacco, alcohol or drugs.

Every student is required to carry out the reasonable direction, assignment and request of any teacher, paraprofessional, custodian, bus driver or school employee at any time during the school day or school-sponsored activity. Refusal by the student orally, by action or inaction, will be deemed as insubordination. Cursing at or about a school employee will be considered as an act of defiance.

Consequences for inappropriate behaviors take many forms, and the effectiveness of a consequence varies by student. Common consequences will be used until it is determined that alternative methods are necessary. Administration may impose or recommend longer suspension, expulsion, restitution or other discipline as appropriate on a case-by-case basis. Students and parents/guardians should also realize that teachers and administrators who are trained in CPI procedures may use these techniques in situations where the need arises.

Willful conduct which materially and substantially disrupts the rights of others to an education; endangers school district employees, the student or other students, or the property of the school; or violates any rule of conduct specified in the discipline policy adopted by the School Board, may result in removal of a student from class. (Verndale School District Policy #506 – Student Discipline and Notice of Suspension)

## ***Detention***

A teacher or administration may issue detention. This needs to be served on the scheduled date. The detention will be served before or after school or at another pre-arranged time. Classroom teachers or administration will contact parents to communicate detention date and time. If a student fails to serve their assigned detention the student will receive additional consequences and will be placed on the restricted list. He/she will not be allowed to participate in any school activity until the detention has been served. Students must make their own arrangements for transportation on days when assigned detention.

1. Students must report to the detention room by 7:15 a.m. or 3:15 p.m. (as assigned)
2. Students must bring schoolwork or something to read to detention.
3. Students are not permitted to have electronic devices or cell phones in the detention room.
4. Students may not have food or beverage in the detention room.
5. Students will not be allowed to talk or interact with other students during detention.
6. Students will not be allowed to leave the room for any reason during their assigned detention time.
7. If a student does not follow the rules for detention, the student will be asked to leave, will not be given credit for that day's detention and be assigned additional consequences per administrative discretion.

## ***In-School Suspension***

Students on in-school suspension will be assigned to an area from 8:15 a.m. to 3:09 p.m. The student will be isolated from other students and must be doing the work that was assigned to them, as the work will be due upon the student's return to class. The student

will not be allowed to participate in breaks or leave the building and will eat in an area determined by administration. Students in ISS may not have electronic devices or cell phones in the ISS room. These devices will be left with the office staff while the student is in ISS and will be returned to the student upon the completion of his/her ISS.

### ***Out-of-School Suspension***

In some cases, the interest of the school and/or the student may be best served if a suspension is served out of school. For these circumstances the Pupil Fair Dismissal Act will be followed. The school will rely on the parent/guardian to support the suspension effort by supervising their child who is temporarily removed from school.

When a student is notified of his/her suspension, the school will collect the student's work and have it available by noon the following day. The work is to be completed upon return to school. No extra time will be given for this type of absence.

Upon the completion of a student's Out-of-School Suspension, the student, parents and administration will meet to conduct a re-entry conference.

### ***Classroom Rules***

Each teacher will have a set of classroom rules/consequences that are specific to his/her classroom. The student will be expected to follow and respect each teacher's rules/consequences.

### ***Teacher Responsibilities***

It is the teacher's responsibility to follow all school district policies, ensure equal educational opportunities for all students, notify students of general classroom rules and procedures, provide fair discipline for all students and make attempts to resolve classroom management issues prior to involving administration. Teachers will also update their online grade books on a weekly basis.

### ***Parent/Guardian Responsibilities***

It is the responsibility of the parents/guardians to read and discuss this policy with students/children who will be attending school. Parents/Guardians are urged to call the school if there are any questions or problems about the discipline policy.

Parents/Guardians are financially responsible for their students. If a student has been caught vandalizing, stealing or destroying school property, a bill will be sent home for repair or replacement of said property. If the bill is not paid in a timely manner or a payment plan is not in place, the student will be ineligible to attend and/or participate in any extracurricular activities.

### ***Dress Code / Grooming***

Students are expected to observe standards of dress and grooming which emphasize neatness and appropriateness. Any dress that is determined by staff or administration as disruptive to the educational process is considered inappropriate.

Any clothing that contains drug, tobacco, alcohol, weapons, pictures of weapons, pornographic material or double entendre is prohibited. Any clothing that is vulgar, offensive and/or contrary to the mission of the Verdale School will be prohibited.

All shirts worn by students must cover their beltline and cleavage area, such that no skin is visible at any time. Tank tops (straps must be over the shoulder) must have straps that are at least 2 inches wide. Shirts with cutoff sleeves cannot be ripped down the side and must still have an underarm seam.

**Shirt lines covering cleavage and back area must form a straight line from underarm to underarm. All shorts, skirts, and dresses must be no more than 4 inches above the knees. No holes in pants, dresses, skirts, or shorts will be allowed 4 inches above the knee.**

No undergarments of any sort should be visible at any time.

Hats and bandanas are not to be worn during school hours. Backpacks and other bags are not allowed in classrooms. These items should be stored in student lockers during the school day. Any backpack, bags, coats, and other items left in the hallway will be brought to the office.

A student may not have both ears covered by any item that could restrict the ability to hear verbal directions or safety warnings. These items include, but are not limited to headphones, earbuds, ear muffs, hoods, etc.

Every faculty member will be at liberty to decide what clothing is inappropriate. Students not adhering to the dress code will have the following consequences:

1. First Incident: The student will be warned, and attire will be corrected by the student at school.
2. Second Incident: The student will be required to change their attire. The student's parents will be notified, and the student will be assigned 1 hour detention.
3. Third Incident: The student will be required to change their attire. The student's parents will be required to attend a conference with administration. The student will be assigned 2 hours detention.

If a student refuses to correct their attire, thus acting in an insubordinate manner, they will be escorted to the office where they will remain until they are able to meet dress code policy. The student will then be required to make up any time missed.

## **COVID-19 Related Items**

### **Face Coverings**

As of July 25, 2021, per the Governor's Executive Order 20-81, people in Minnesota are required to wear a face covering in all indoor businesses and public indoor spaces, unless alone. All students and staff, and other

people present in the building and district offices or riding on school transportation vehicles are required to wear a face covering. Refer to the [2020-2021 Planning Guide for Schools](#) for more information regarding masks.

Face coverings that contain any reference to drugs, tobacco, alcohol, weapons, pictures of weapons, pornographic material or double entendre is prohibited. Any face coverings that are vulgar, offensive, and/or contrary to the mission of the Verndale School will be prohibited.

### **Backpacks**

Per the Governor's Executive Order 20-82, schools are required to provide a safe and effective learning environment during the 2020-2021 school year. For the duration of this order, students may choose to use backpacks to carry their school materials from class to class. In order to maintain a safe learning space, students will adhere to the following guidelines if they choose to use their backpack during the school day.

- Backpacks will not be allowed in the cafeteria.
- Backpacks will be stored inside the student's locker when the student is not in class. Storage of backpacks in the hallway will not be allowed.
- In the classroom, backpacks will be stored on the chair of the student's desk or underneath the table.

### **Transportation**

#### **School Bus Policy**

The Verndale School has established a school bus safety program to ensure that its students have a safe ride to and from school. (Verndale School District Policy # 709 – Student Transportation Safety Policy)

Transportation is a privilege not a right. M.S. 123.801

1. A student's eligibility to ride a school bus may be revoked for a violation of bus safety or conduct policies.
2. The bus is an extension of the classroom.
3. District conduct and discipline policies apply to the school bus and bus stop areas as well as to school buildings and grounds.
4. Students are expected to follow these basic rules:
  - a. Immediately follow the directions of the driver.
  - b. Sit in your seat facing forward.
  - c. Talk quietly and use appropriate language.
  - d. Keep all parts of your body inside the bus.
  - e. Keep your arms, legs and belongings to yourself.
  - f. No fighting, harassment, intimidation or horseplay.
  - g. Do not throw any object.
  - h. No eating, drinking or use of tobacco or drugs.
  - i. Do not bring any weapon or dangerous object on the school bus.
  - j. Do not damage the school bus.
5. Consequences for school bus misconduct will apply to all regular, late routes, and extracurricular trips.
  - a. First Offense – warning and notify parent/guardian.
  - b. Second Offense – Three (3) school-day suspension from bus and meet with parent/guardian.
  - c. Third Offense – Five (5) school-day suspension from bus and meet with parent/guardian.
  - d. Fourth Offense – Ten (10) school-day suspension from bus and meet with parent/guardian.
  - e. Further offenses may result in a suspension from the bus for the remainder of the school year.
  - f. A more stringent suspension may be imposed at any time if administration deems the offense to be extremely serious.

*When a student goes sixty (60) calendar days without a report, the student's consequences may start over at the first offense.*

### **Bus Passes**

Students riding a school bus anywhere other than home must secure a bus pass from the school office. A signed note or a phone call from a parent/guardian must be presented prior to the issuance of a bus pass. If a student does not have a bus pass, he/she will be sent home on the regular bus.

### **Additional Rules and Regulations**

#### **Driving**

Students are not allowed to drive or ride in any motorized vehicle during school hours without permission from the administration and the student's parents/guardians. Students are to park only in designated and marked parking spots in the student parking lot.

Violation of this rule may result in suspension of driving privileges.

### ***Leaving the School Grounds***

A student must obtain a pass from the office before leaving school grounds. Parental permission must be obtained before in order to receive a pass. Administration reserves the right to refuse issuing such passes.

### ***Noon Hour***

The Board of Education has specified a CLOSED noon hour. This means students will not leave school premises without permission from the office. No students are to be in vehicles during the school day.

### ***Open Campus Exception for 11<sup>th</sup> and 12<sup>th</sup> Grade***

All junior and senior students who meet the eligibility requirements will be allowed to take advantage of this opportunity. Specific details on this will be given at the beginning of the school year.

### ***Messages and Use of Telephone***

Student's use of the telephone will be limited to before school, after school, and noon hour. Students will not be allowed to use the office phone except for emergency situations. Students must use either the phone provided for them in the hallway, or teachers (at their discretion), may allow students to use their classroom phone to place a call. Students are not to be excused during normal class time to use the phone. Abuse of the telephone privilege will result in the student phone being disconnected. Using the telephone is not an accepted excuse for tardiness.

**Students will not be called out of class for messages unless it is an emergency.** The office will make every attempt to contact the

student between classes but will not disrupt a class in order to deliver the message. Calls to a specific teacher or staff member will be sent to their classroom and may require a message being left for the staff member to return your call at a later time.

### ***Public Displays of Affection***

Appropriate displays of affection will be allowed (i.e. hand-holding). Kissing or any other inappropriate touching will not be tolerated.

### ***Study Hall / PT2 Procedures***

1. All students are to be seated when the class is scheduled to begin.
2. Student must work quietly.
3. If you wish to sign out to see another teacher, it will be necessary to get a pass from the teacher in advance. Go directly to and from your destination without stopping in the restroom or your locker; etc.
4. Staff will institute any rules or regulations necessary to create an atmosphere conducive to good study.
5. With permission from the supervising teacher, students need to have a valid reason to leave their assigned area. Students may leave their assigned area to go to the library to do research or pick up a library book.

### ***Note to 18 Yr. Old Students***

State law requires schools to enforce the same rules on all students regardless of their age, with a few exceptions:

1. Students who are 18 years old or older need not seek consent of their parents/guardians to exercise their rights of access, control and transfer of their school records.

2. Students who are 18 years old may write their own passes if they do not live at home. Students that are 18 and live at home will not be allowed to write their own notes. Students must verify their age and home status with administration before being granted this privilege.

### **Visitors**

Any person other than a Verndale student, staff or Board of Education member is regarded as a visitor and must report to the office for clearance before going anywhere in the building. For safety reasons, student visitors are not allowed during the school day.

### **Skateboards, Inline Skates, Shoes with Wheels, Bicycles and Scooters**

Skateboards, in-line skates, shoes with wheels, scooters and bicycles cannot be used in the school building.

### **Pets**

The administration must grant prior approval before any pet can be brought to school for school projects. Pets must be brought to and from school by a parent or guardian.

### **Cell Phone / Other Electronic Devices**

Students may have cell phones at school, but use is limited to before school, in between classes, noon hour, and after school. Classroom use is prohibited (devices should not be seen or heard) unless instructor has given permission to use for academic purposes. Teachers using or allowing electronic devices as a part of their instruction should ensure they do not disturb others.

**A student that uses their cell phone for purposes other than the educational intent of the lesson will be held to the same**

**consequences of someone using the device during a prohibited class time. Students that violate the cell phone/electronic device policy will face the following consequences:**

1. First Offense:

The device will be taken away from the student and returned by the classroom teacher at the end of the class period.

2. Second Offense:

The device will be taken away from the student and brought to the office. The device can be picked up from the office at the end of the day.

3. Third Offense:

The device will be taken away from the student and the parent must pick up the device in the office.

Any additional violations will result in additional consequences for each subsequent offense.

Taking pictures and/or recording video clips with electronic devices is strictly prohibited and could result in suspension/expulsion.

### **Senior Privileges**

A senior that meets the following criteria may elect to replace one class period with a free period and will not have to come to school or may leave school during that designated period.

- The student must have a minimum GPA of 3.5 starting the beginning of his/her second semester of their junior year and must maintain that GPA.
- The student must have a signed permission slip from both a parent/guardian and administration.

- The student must stay off the restricted list. Once a student has failed to do so, this privilege may be taken away.
- The student must take at least two advanced courses each semester they have a free hour. Education Aide classes are not advanced courses.

Any student receiving a progress report or incomplete shall lose this privilege until satisfactory progress is made on his/her grade. The teacher giving the report will provide notification when progress has been made. Those students that lose this privilege must report to the office during their free period.

A student may not be in the hallway during their free period. He/she must either be out of the building or in a location designated by administration. Students violating this policy will lose their free period status and be assigned to a class per administrative discretion.

### ***B's or Better Breakfast***

Each year in May, the Verndale School will host the B's or Better Breakfast for students in grades 7-12 (along with their parents/guardians) who meet eligibility requirements on the date of review.

- All grades in Verndale School courses must be at a B- level or higher for the current school year.
- No incomplete grades.

### ***School Dances***

There shall be no dances open to the general public. Students at the dance shall not be allowed to leave the building and re-enter.

Students must indicate by Wednesday of the week of the dance who their guest will be by submitting a Dance Permission Form for Guests to

administration. An invited guest to a dance may be a non-student, but must be no older than twenty years of age. If the guest is approved, the Verndale student must accompany his/her guest to the dance and will be responsible for the guest's conduct. A list of guests will be at the ticket seller's table and only registered guests will be admitted.

The organization advisor and administration must approve all dances. A list of chaperones must be presented to administration before approval will be given.

All persons attending must enter the building within one hour of the starting time of the dance unless the administrative permission has been granted prior to the dance.

These rules will apply to any school-sponsored dance regardless of the location. Administration shall use their discretion in enforcing this policy.

### ***School-Sponsored Trips***

Any student attending a school-sponsored trip will be expected to follow the Verndale Discipline Policy. If a student has discipline or attendance issues (detention, suspension, police reports, absenteeism, truancy, etc.), the activity supervisor and administration will determine if the student may attend the event.

### ***Graduation Attire***

The occasion of graduation calls for students to look their best. Students are not only representing themselves and their class, but are also representing Verndale Public School. In order to honor the importance of this event, we have expectations regarding the attire of our graduating seniors. Males should wear dress pants, a collared dress shirt, and dress shoes. Females should wear a dress, or dress pants with a nice shirt, and dress shoes.

**All seniors participating in the graduation ceremony are required to wear a school approved cap and gown over their clothes.**

The altering or decorating of the graduation attire (cap and gown) is strictly prohibited. Participation in our ceremony is a privilege, not a right.



## ***Student Activities***

Activities are a part of the curriculum at the Verndale School. The school board, administration, coaches and advisors feel that all participating students must follow the rules established by the Minnesota State High School League and the Verndale Public School.

## ***Student Council***

The Student Council provides an important opportunity for students to have input in some of the decision making of the school. The student council not only provides a forum for expressing ideas regarding our school, but also provides an opportunity for greater interaction between students, faculty and the administration.

Representatives are elected from each class to attend meetings and to report council action to the classes. The council sponsors various activities during the school year.

## ***Co-Curricular Activities / Advisors***

Activities Director	Greg Johnson
Band	Stephanie Brownlow
Choir	Deb Hutson
Drama	Kelly Youngbauer
FCCLA	Angie Orsburn Jamie Adams
FFA	Hanna Milligan
Knowledge Bowl	Kelly Youngbauer
Honor Society	Alex Anderson
Robotics	Matt Jones
SADD	Rachel Bounds
Speech	Renae Roth
Student Council	Sam Schmitz
Yearbook	Kelly Youngbauer

## ***Athletic Teams***

### **BOYS**

Football  
Basketball  
Track\*  
Baseball\*  
Wrestling\*  
Hockey\*

### **GIRLS**

Volleyball  
Basketball  
Track\*  
Softball\*  
Tennis\*  
Swimming\*

\*Teams paired through cooperative agreement

## ***Athletic Coaches***

Baseball	John Weishalla
Basketball, Boys	Greg Johnson
Basketball, Girls	Art Schluttner
Football	Mike Mahlen
Hockey, Boys	Scott Woods
Softball	Dan Johnson
Swimming, Girls	Amanda Olson
Tennis, Girls	Jacque Doll
Track, Boys	Jeff Moore
Track, Girls	Ken Miller
Volleyball	Alicia Strayer
Wrestling	Bill Wagner

## ***Academic Eligibility Policy***

A restricted list will be comprised of students who have un-served detention(s) and/or are placed on academic suspension.

Teachers will report failing grades to the office on Tuesday of each school week to determine student eligibility. A student will be placed on **academic probation** if they receive an "F" in any class. A student will be placed on **academic suspension** if they receive an "F" in any class the following week (two consecutive weeks with a failing grade). A Student placed on **academic suspension** will be **ineligible** for participation in any school activity for one (1) week. The weekly ineligibility period will run from Wednesday at 8:00 a.m to the following Wednesday at 8:00 a.m.

A student on academic suspension will remain ineligible until they are "cleared" by having a passing grade in all classes when grades are reported.

## ***Extra-Curricular Activity Policy***

All students participating in extracurricular activities sponsored by the Minnesota State High School League (MSHSL) must follow the rules of the league.

Students must be in attendance at school all day in order to participate in, or attend, any extracurricular activity that day or evening. Exceptions to this are excused absences approved by administration.

Furthermore, eligibility for participation may be limited by academic standing, disciplinary matters and enrollment status. If students have any questions about eligibility for participation, they should contact administration.

## ***Sportsmanship***

Sportsmanship is expected in all activities and is the responsibility of coaches/advisors, participants,

cheerleaders, students, adult spectators and officials. Promotion of sportsmanship at activities should include a demonstration of respect for opponents and officials. Rules of the event should be respected and skill and performance should be recognized regardless of school affiliation.

The following rules will be adhered to:

1. Students/spectators are expected to stand during the playing of the national anthem.
2. Respect the rights of all spectators.
3. Accept the official's decision as final.
4. No booing/jeering officials/players at any time.
5. No use of profane or inappropriate language.
6. No throwing of objects on the field or playing surface.

## ***Extra-Curricular Transportation***

Students taking part in school activities are to travel to and from events on school-sponsored transportation. Failure to comply will result in disciplinary action. The activity sponsor may grant the participant permission to travel home with his/her parent(s) only after his/her parent(s) have contacted the activity sponsor in writing and/or in person. Exceptions must be approved by administration prior to the event.

## ***Wednesday Night Activities***

Wednesday night is designated as family night. All student activities are to be completed by 6:00 p.m. Any exceptions will be handled by administration.

## **DISTRICT POLICIES**

### ***Dangerous and Harmful Substances***

#### ***Alcohol***

Students are prohibited from using, possessing or being under the influence of alcoholic beverages at school, on school grounds, in school vehicles or at school-sponsored activities. Law enforcement will be notified immediately.

#### ***Drugs***

Students are prohibited from using, possessing or being under the influence of illegal drugs at school, on school grounds, in school vehicles or at school-sponsored activities. This includes drug paraphernalia. Law enforcement will be notified immediately.

#### ***Tobacco, Tobacco-Related Devices, Electronic-Cigarette***

Students are prohibited from using or possessing tobacco, tobacco-related devices, or electronic cigarette at school, on school grounds, in school vehicles or at school-sponsored activities. The Verndale School building, grounds and vehicles are tobacco-free. (Verndale School District Policy #419 – Tobacco-Free Environment)

### ***Harmful, Dangerous or Nuisance Articles***

The possession or use of articles that are nuisances, illegal, or that may cause harm to persons (including guns and knives) or property is prohibited at school, on school grounds or at school-sponsored activities. Administration will have the discretion in determining whether an item may be harmful or a nuisance. District policies cover most circumstances. (Verndale School District Policy #501 Schools Weapons Policy)

### ***Threats and Harassment***

#### ***Hazing***

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, student group or for any other purpose. (Verndale School District Policy #526 – Hazing Prohibition)

## ***Bullying***

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
- materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

(Verndale School District Policy #514 – Bullying Prohibition Policy)

If an act of hazing/bullying occurs it must be reported to an appropriate school official. Any person denying or lying about an act of hazing/bullying or instigating any other person to do so offends this policy.

The school district will discipline or take appropriate action against any person, including district employees, who retaliates against any person who reports, testifies, assists or helps to investigate in any act of hazing/bullying.

The school district will also take and authorize any action necessary to investigate any case of hazing/bullying and to discipline all persons responsible.

## ***Harassment and Violence***

It is the policy of the Verndale School District to maintain a learning and working environment that is free from harassment and violence on the basis of race, color creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The school district prohibits any form of harassment or violence on the basis of race, color creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

To report an act of harassment and/or violence contact Mrs. Katie Tackmann, Human Rights Officer, at 411 Southwest Brown Street, Verndale, MN 56481 or (218) 445-5184. (Verndale School District Policy #413 – Harassment and Violence)

## DISTRICT TELEPHONE NUMBERS

### ***Administration***

Paul Brownlow	Superintendent	316
Katie Bolland	Principal	313
Greg Johnson	Dean of Students / Activities Director	308

### ***School Board***

Marcus Edin	Chairperson	445-5200
Bill Blaha	Vice-Chair	445-5458
Scott Veronen	Treasurer	445-5230
Tony Stanley	Clerk	445-5898
Shyla Hess	Director	445-5369
Chris Youngbauer	Director	445-1218

### ***Office Staff***

Jordan Anderson	Business Manager	310
Kim Moske	Human Resources / Payroll	305
Mary Gronlund	Secretary / MARSS	300
Amy Thompson	Secretary / Accounts Payable	302
Vickie Thompson	Secretary	301
Jill Davis	School Nurse	312
Amber Geis	Health Aide	312

### ***Building and Grounds***

Wade Kern	Buildings and Grounds Supervisor	304
Jeff Springer	Head Custodian	314
Lisa Cochran	Custodian	
Kim Kern	Custodian	
Ed Pudwill	Custodian	

Mitchell White Custodian

Jeff Braith Custodian

### ***Food Service***

Vickie Thompson Food Service Supervisor 315

Sue Johnson Head Cook

Kim Kern Assistant Cook

Lucinda Wegscheid Assistant Cook

### ***Transportation***

Wade Kern Transportation Supervisor 304

Tanner Anderson Bus Driver

Michael Maroney Bus Driver

Brad Cottrell Bus Driver

Deb Hackler Bus Driver

Justin Hiltner Bus Driver

Kenny Kjeldergaard Bus Driver

Dale Schmith Bus Driver

Dan Schmitz Bus Driver

Tony Stanley Bus Driver

Daryl Jacobson Substitute Bus Driver

Rita Weishalla Substitute Bus Driver

Steve Techam Substitute Bus Driver

Loran Hackler Van Driver

Laura Brownlow Van Driver

Tami Merk Bus Aide

### ***Teaching Assistants***

Cami Dick	Jennifer Heldman	Sharyl Olson	Christine Conger
Jeannie Engebretson	Keri Leeseberg	Amanda Richter	Val Nanik
Tonya Fiskum	Tami Merk	Kim Snyder	Angela Varela
Ronelle Hanson	Tanya Merk	Phyllis Umland	

### ***Media Assistant***

Charlene Orlando

### ***Faculty***

#### ***Special Education Evaluation Specialist***

Tracy Kjeldergaard 228

#### ***Instructional Coach***

Matthew Parker 181

#### ***School Counselor***

Katie Tackmann 321

#### ***Academic Advisor***

LaNette Aeling 217

#### ***Art***

Maria Ervasti 276

#### ***Agriculture***

Hanna Milligan 278

#### ***Business***

Matt Jones 264

## ***Family & Consumer Sciences***

LaNette Aeling 217

## ***Industrial Technology***

Jeff Moore 254

## ***Language Arts***

Tim Fiskum 290

Jordan Hinkle 287

## ***Mathematics***

Alex Anderson 267/117

Rachel Bounds 263

Steve Riewer 266/267

## ***Music***

Nick Bunio Vocal Music 184

Deb Hutson Vocal / Instrumental Music 190

Stephanie Brownlow Vocal / Instrumental Music 194

## ***Physical Education / Health***

Kody Van Den Eykel Physical Education / Health 267/334

Brian Hartwig Physical Education / DAPE 334

Dillon Card Physical Education / Health 267

## ***Science***

Tracy Hegarty 404

Kelly Youngbauer 408

## ***Social Studies***

David Drexler 280

Samantha Schmitz 283



## ***Spanish***

### ***Special Education***

Jennifer Peske 234

Angie Orsburn 237

### ***Speech Therapy***

Matthew Parker Speech-Language Pathologist 180

Erin Judd Speech-Language Pathologist Assistant 182

# STATEWIDE TESTING OPT-OUT INFORMATION



## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K-12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

#### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K-12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

### Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

### Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

### What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

### When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

### When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

### How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

### Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

### Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).





Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

### Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_ to 20\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

Please initial to indicate you have received and reviewed information about statewide testing.

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal: \_\_\_\_\_

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading      \_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics      \_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.      Student ID or MARSS Number \_\_\_\_\_

Posted May 2019