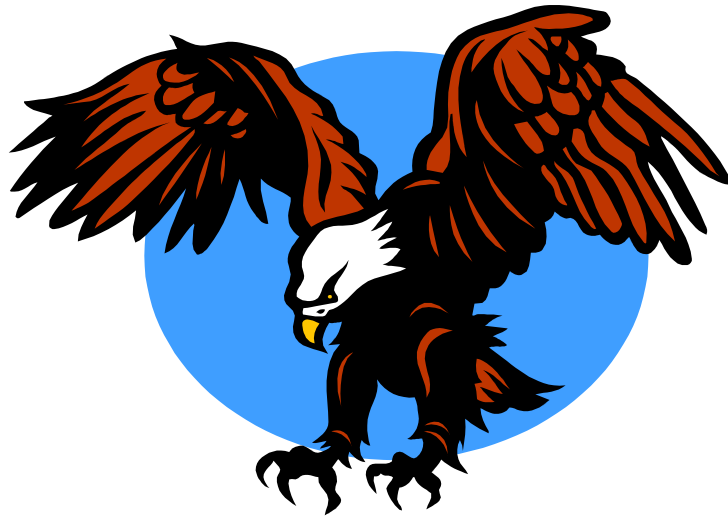


Student Handbook

Dover-Eyota Middle School

2018-2019



School Board Approval

While increasing your knowledge and developing your skills, your major responsibility while at Dover-Eyota Middle and High School will be to respect your fellow students, teachers, and staff members. They, in turn, will respect you. No individual at Dover-Eyota Middle and High School has the right or privilege to infringe upon or deny the rights of another individual.

Be Responsible...come to class on time with your homework complete.

Be Respectful...do as you are asked the first time; value yourself and others.

Be Honest...seek and speak the truth.

Be Kind...show compassion towards yourself and others. I. C. I. Interrupt, Compliment, Invite away.

Have Courage...stand up for yourself and others. Follow your heart; your heart knows what the right thing is...do the right thing.

Have School Spirit...support your classmates in the classroom and in their extracurricular activities.

Have Goals...strive for excellence by setting realistic goals. Make a plan to accomplish those goals.

Have Integrity...do what you say you are going to do; follow through with your commitments in the classroom.

Display Citizenship...care about the feelings and rights of others and show concern for the well-being of others within our school and community.

Take Ownership...be accountable for your actions, your mistakes, and your solutions.

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Note: In many cases, the information in this handbook summarizes or relates to an official School District Policy. Where applicable, the school district policy numbers are referenced. If you would like to read an entire school district policy on a particular topic or find more detailed information, you may visit www.desch.org and click on “District”, “School Board”, and “Policy Manual”. For a written copy of a school district policy, contact the office.

**Welcome to "Eagle Country" where spirit, pride, and tradition
allow students to soar like Eagles.**

This booklet was created to help you get acquainted with the Eagle tradition.
The information has been carefully prepared and presented so that it will be valuable in
helping you understand the responsibilities and expectations under which we all function.
Remember that your success in this school depends mostly on your effort.

SCHOOL DISTRICT MISSION

"The Dover-Eyota School system, in partnership with its community, will foster a safe, caring, and respectful environment to develop well-rounded, high achieving citizens who demonstrate character and integrity in an ever-changing world."

At Dover-Eyota Middle and High School, we strive to accomplish this mission by:

- Challenging each student to reach personal high standards - academics, arts, athletics, and leadership development
- Guiding students to become effective problem-solvers
- Building self-esteem through student successes
- Promoting a safe and supportive school environment
- Fostering positive relationships amongst all members of the school
- Encouraging partnerships with the citizens and employers of our communities
- Involving parents and families in the educational process

Middle School Daily Time Schedule

Advisory	8:15-8:30AM
Passing time	8:30-8:32AM
1st Block	8:32-9:57 AM
Passing time	9:57-10:01 AM
2nd Block	10:01-11:29AM
Skinny A:	10:01-10:43AM
Passing Time	10:43-10:47AM
Skinny B:	10:47-11:29AM
Passing time	11:29 -11:32AM
7 & 8 Lunch Times:	11:32 – 12:00PM
Passing time	12:00-12:05PM
6th Grade Lunch Time	12:13-12:55PM
3rd Block:	12:05 – 1:33 PM
Passing time	1:33 – 1:39 PM
4th Block	1:39 PM – 3:07 PM
Skinny A:	1:39-2:21
Skinny B:	2:25-3:07

Wednesday One-Hour Late Start Schedule

Advisory	9:15 –9:30 AM
Passing time	9:30-9:32AM
1st Block	9:32 – 10:46 AM
Passing time	10:46 -10:49 AM
2nd Block	10:49AM – 12:03 PM
Skinny A:	10:49 – 11:24AM
Passing Time	11:24-11:28AM
Skinny B:	11:28 – 12:03PM
Lunch (7th & 8th)	12:03 – 12:29 PM
Passing Time	12:29-12:34pm
Lunch (6th)	12:38-1:13 PM
3rd Block	12:34 – 1:48 PM
Passing Time	1:48-1:53PM
4th Block	1:53 – 3:07 PM
Skinny A:	1:53 – 2:28PM
Passing Time	2:28-2:32PM
Skinny B:	2:32 – 3:07PM

General Information for Parent and Students

Building and School Hours

The school is open to students beginning at 7:00 AM each morning and closes at 4:00 PM each afternoon. Direct supervision of the hallways begins at 7:35 AM each day and ends at 3:15 PM each afternoon. Classes begin at 8:15 AM (9:15 AM on Wednesdays) and end at 3:07 PM. Students must have a legitimate and pre-approved reason to remain in the building after school (i.e., practice or rehearsal, working with a teacher) and generally must be supervised by an adult. Students waiting after 4:00 PM for a ride or for practice to begin will be asked to move to the front door area or Commons so that our custodians may begin preparing the school for the next day.

Building Security

Outside entrance doors are locked at 8:15 AM and remain locked throughout the school day. If you need to enter the building after 8:15 AM, please enter through the front entrance doors, activate the security camera, report to the office, and sign in as a school visitor. **Students are strictly prohibited from propping open any other outside access doors at any time during the school day.**

Change of Address or Contact Information

Please inform the office immediately of any change in your address, telephone number, or email addresses.

Grievance/Due Process **Complaint Procedure (also see School District Policy #103)**

The school district has an established procedure to provide an orderly means for considering and resolving **complaints from students, employees, parents, and other persons.** ~~grievances regarding allegations of discriminatory acts involving students, as established by the U.S. Constitution.~~ If you have questions or concerns regarding this process, please contact the building principal or the Superintendent's Office. *[This item was moved from the "Student Conduct, Regulations, and Expectations for Student Behavior" section and the language was modified to make it more consistent with Policy #103.]*

Daily Announcements

Announcements must be turned in to the school office before 7:30AM to be considered for inclusion when daily announcements are read aloud over the PA system at 8:15AM. To minimize the disruption to class time, only certain items will be read over the PA. Other items will be considered for inclusion in the written daily announcements. Office staff reserves the right to edit or delete any announcements. Early announcements will be posted and available on the website prior to the end of first block. When late announcements are necessary, they will be made at the beginning of a block whenever possible. Occasionally, the weather dictates that cancellation/change decisions are not made until later in the day. In that case, the announcement will be made by 2:30PM.

Drop-off/Pickup Zone

Please use the High School Main Entrance (East Side of HS, by the flags) at all times when dropping off students. This avoids interfering with the bus pickup and drop off on the west side, creating a safer environment. When you drop your children off, please instruct them to follow the designated rules and to join the others in the cafeteria or gymnasium.

Do not leave a vehicle unattended when dropping your child off at school or when picking them up. If you need to park your vehicle there are designated visitor spaces near the front of the building.

Elevator

The school has an elevator available to students with physical disabilities. The elevator is to be used only by staff members and students who have permission from the Principal's Office. Students using the elevator without permission will be referred to the principal.

Health Office

The Health Office will be supervised by a Health Assistant on a daily basis. If you become ill during the school day you should report to the high school office and the Health Assistant will determine if your parents need to be called. Except in an emergency, you will be allowed to go to the Health Office only with permission and a pass from your teacher. During passing time, you must check in with your next teacher and obtain a pass before going to the Health Office. No student may leave the building without permission from the office.

Herbicides/Pesticides

Herbicides/pesticides will be applied to all school district grassy areas in early August and along all fence lines throughout the grass-growing season.

Immunization Requirements (also see School District Policy #530)

Students are required to be immunized against or show freedom from common communicable diseases as determined by state law. Failure to be immunized or show evidence of such will result in exclusion from school in accordance with state law.

Lost and Found

All lost and found items should be returned to the office. Please check the lost and found before the end of each quarter. All remaining items are donated during the summer months.

Lunch

Hot lunches are provided each day in the school cafeteria. Students are assigned a lunch number and must use that number as they go through the lunch line. Students are advised to make payments to their account at the beginning of each month. As they go through the lunch line, the costs of the lunch and/or ala carte items are subtracted from the account balance. Your account balances are available from the cashier. Please check your account balance.

Any student with a negative balance will not be allowed to eat until the account is paid. This includes all students on free, reduced, and full paid. (The student will be served a peanut butter sandwich in place of a meal each day until the balance is paid.) WE ENCOURAGE PARENTS, IF AT ALL POSSIBLE, TO SEND MORE THAN THE CURRENT BALANCE DUE SO THAT YOU DON'T END UP WITH A NEGATIVE BALANCE SO QUICKLY. Students may choose to carry a sack lunch. Milk may be purchased to supplement the meal.

All students are required to eat their lunches in the school lunchroom. No food is to be taken outside of the lunch room for any reason. During your lunch time you may be in one of the following areas: the cafeteria, the gymnasium, or outside with proper supervision. All other areas, including the hallways, are considered "off-limits" and may result in disciplinary action.

Breakfast Includes: Main Entrée, Choice of Fruit or Juice, and ½ Pint Milk Selection.
Lunch Includes: Choice of Main Entrée, Fruit, Vegetable, Bread, and ½ Pint Milk Selections.

Media Center

The school has provided you with a fine Media Center containing over 5,000 written volumes and computers for your use. Any misuse of this privilege may result in restrictions on your use of the Media Center. Books may be signed out for a two-week period and renewed for the same period provided the book is not in demand. Current magazines must be read in the Media Center and may not be checked out overnight. The Media Center is also where students may seek assistance or repairs related to their school-issued computers.

Medication Policy (also see School District Policy #516)

Students needing to take medications prescribed by a doctor while here at school, must meet the following conditions:

1. All prescriptions must be turned in to either the school nurse or the principal's secretary.
2. Prescriptions must remain in their original containers.
3. A parent permission form, and in some cases a doctor's permission form, must be turned in to the high school office.
4. Any changes in the prescriptions must be called in to the high school immediately.

Posters and Leaflets (also see School District Policy #505)

All posters displayed or leaflets posted or handed out on school property must be approved by the principal in advance.

School Closings

In case of emergency school closing due to inclement weather, etc., please listen, watch, or visit the station website for such announcements on the following TV or radio stations:

Television: KSTP, KAAL, WKBT, KTTC

Radio: KROC (106.9FM; 1340AM), KYBA (105.3FM), KFIL (103.1FM; 1060AM),
KLCX (103.9FM), KAGE (95.3FM; 1380AM), KWNO (99.3FM; 1230AM),
KRCH (101.7FM), KWEB (1270AM), KMFX (102.5FM), KWWK (96.5FM)

School closing announcements will also be posted on the school district website and sent out through the district's automatic phone and e-mail notification system.

School Emergencies

Any school emergencies such as a fire, or a bomb threat, that require students to leave the school building for more than a reasonably short time period will result in the students being relocated to a secondary shelter until parents are called or until we are informed by radio that the building is safe to re-enter. Any days missed will be made up later in the school year. Upon leaving the school building, students are responsible for checking in with their classroom teacher at a location designated by that teacher.

Student Records/Data Privacy (also see School District Policy #515)

Parents/guardians have the right to inspect and review the educational records of their children in the presence of school officials according to federal family education and privacy rights. The school district may presume that either parent of the student has the authority to inspect and

review the educational records of the student unless the school district has been provided with evidence of a legally binding instrument, state law, or court order governing such in matters such as divorce, separation of custody, which provides to the contrary. Parents/guardians may also request to amend the record if information is found to be inaccurate. A parent/guardian wishing to challenge the content of the school record shall make a written application to the principal.

Dover-Eyota Public Schools has adopted a student records policy as required by state and federal laws. The policy requires that certain information be classified as “Directory Information” and be available to the public unless parents/guardians or students eighteen years of age or older request in writing that such information not be released. Directory information includes: Students name, address, telephone number, date and place of work, gender, major sports awards, dates of attendance, grade levels completed, awards received, and previous educational institution.

* For-profit agencies or companies will be charged an \$8.00 processing fee for any and all information provided.

Telephone Usage

Office phones are not to be used by students except to verify absence or in cases of emergency. Classroom phones are off limits to students except with teacher permission. Students are not permitted to use cell phones during class time. For consequences regarding unauthorized use of cell phones, see Cell Phones and Other Devices on page 18.

Visitors

Dover-Eyota High School will limit social visitors during the school day. They may be welcomed after school hours with permission from the office. Visitors during lunch must receive permission from the principal’s office in advance. Any visitors should have signed in at the principal’s office and display a school identification badge. If you encounter a student-aged or adult visitor without proper identification during the school day, please report this to a staff member immediately.

Parents are welcome to schedule visits to the school but are not entitled to visit classrooms at will. They are encouraged to review curriculum. Please make arrangements for this with either the high school principal or the school district’s curriculum director.

Volunteers

Volunteers are eagerly welcomed in our school. Talk to your child’s teacher about specific needs but some of the ways you could be helpful would be to volunteer to:

P.T.O. Volunteers	Room Parent (Coordinating special events)
Read in Classrooms	Help with Activity Nights
Help with Book Fairs	Help at Track & Field Day in May
Art Room Project preparation	Put up bulletin boards

Please sign the volunteer notebook (in the main office) each time you come to school to volunteer. You may be asked to wear a visitor pass while in the building.

Withdrawal from School

If you are planning to withdraw from DEHS, please obtain a withdrawal form from the Counselor’s Office. Your classroom teachers, Media Specialist and Principal’s Office must sign

it after you have returned all school property. Submit the signed withdrawal form to the Counselor's Office and upon receipt of an official request and all obligations/bills are paid, your records will be sent.

Attendance Policies and Procedures (also see School District Policy #503)

Attendance

Class attendance has a significant effect on a student's learning and quarterly grade. Parents and students are encouraged to make good school attendance a top priority. Students with excessive absences from school may be required to produce a note from a doctor in order for their absences to be "excused". Students with 10 or more absences from a class may be subject to disciplinary action, resulting in loss of credit. Each situation will be reviewed on an individual basis.

Excused Absences – Acceptable Reasons

The school must be notified of a student's absence and the reason for the absence by the parent or guardian. This pertains to all students regardless of age. The office will then determine if the absence may be excused according to state law and school district policy.

According to school district policy, the following reasons shall be sufficient to constitute excused absences:

1. Illness.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, orthodontic treatment or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing.
9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
10. Prearranged vacations with parents/guardian (up to 5 days/school year).
11. Personal trips to post-secondary institutions (11th and 12th grade students only).
12. Students will be excused to attend state tournaments if they participate in the sport or are cheerleaders for the sport.
13. If a team advances to the state tournament and the school district determines that student fans will be allowed to sign up to attend.
14. Family emergencies.
15. Active duty in any military branch of the United States.
16. A student's condition that requires ongoing treatment for a mental health diagnosis.

Notes or phone calls from parents/guardians for reasons other than those listed above, or with no reason given, will result in the student being marked unexcused.

Students with excessive absences from school may be required to produce a note from a doctor for absences to be "excused". Students with ~~10 or more~~ **multiple** absences from a class **risk losing credit and** may be subject to disciplinary action. ~~resulting in loss of credit~~. Each situation will be reviewed on an individual basis.

Excused Absence Procedures

1. If a student is unexpectedly absent from school, the parent or guardian is asked to call the high school office as soon as possible in the morning on the day of the absence. The phone number is 545-2631 or 866-847-9863 from Dover. If a phone call is received, a note is not necessary.
2. A parent or guardian must communicate an excused absence no later than 24 hours after the day of the absence. Following 24 hours all absences will stand as unexcused.
3. All students, regardless of age, must have an absence reported by a parent or guardian.
4. Any student who has been absent for any part of the day is required to report to the principal's office upon returning to school to acquire an admit slip. The student will then show the slip to all teachers.
5. If a student has been in school any part of the day but plans to be absent from school later, the school must be notified by the parent prior to the time the student leaves. The student must acquire a Permit to Leave the Building pass from the principal's office before leaving the school building.
6. If a student has become ill, he or she must receive permission to go home from the Health Assistant, an office secretary, or the principal.
7. Attendance on Game or Performance Days: Students are reminded that except for doctor and dental appointments, attendance for the entire day is required on the day of a game or a performance in order for the student to participate. Violations of this rule will be referred to the principal's and activities director's offices.

If students are detained by a teacher, they are asked to secure an admittance slip from that teacher; again, this is the student's responsibility. If tardiness is due to neglect, the student must report to class and explain to the teacher the reason for the tardiness; the principal's office will not give you a pass.

Unexcused Absences

Ultimately, students must be held responsible for being at school and classes on time. Teachers are not required to allow students to make up school work or exams that they missed due to unexcused absence.

The following are examples of absence reasons which will not be excused:

1. Truancy. An absence by a student which was not approved by the parent and the school district.
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
3. Work at home or in a family business.
4. Work at a business, except under the high school's "School to Work" program.
5. Vacations with family that is not preapproved or extends more than five (5) days in a school year.
6. An unexcused tardiness beyond ten (10) minutes into a high school class period.
7. Any other absence not included under the attendance procedures set out in this policy.

Tardiness

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. The reasons that will be excused and unexcused for tardiness are similar to those for

absences. Teachers are not required to allow students to make up school work or exams that they missed due to unexcused tardiness.

Students who arrive late to school must report to the school office for an admission slip. Tardiness between periods will be handled by the teacher.

If a student is detained by a teacher it is the student's responsibility to obtain a pass from that teacher. If tardiness is due to neglect, the student must report to class and explain to the teacher the reason for the tardiness; the principal's office will not give the student a pass.

Excessive unexcused tardiness may require the student to make up missed time outside the regular school day and could be treated as truant behavior.

Academic and Grading Information

After School Program

An after school program takes place in the Media Center Monday-Thursday from 3:15-4:30 PM each day. The program is utilized by students attending at their own discretion as well as students who are referred by a classroom teacher or parent. It offers an environment in which the student can complete work as well as get additional help with homework.

Advisory Time / Classroom Environment

At Dover-Eyota Middle School, we work hard to create safe and caring classrooms where every child can be successful. To help us be consistent in our approach to establishing such learning environments, we are using an Advisory Time each day. One of the underlying beliefs of this program is that academic learning happens best within a positive social context; therefore, much attention is paid to helping students develop positive social skills, cooperation, assertion, responsibility, empathy, and self-control. The advisory teacher will also work with students regarding academic goal setting and periodic grade checks. Components include Circle of Power and Respect (CPR), Community Day, Eagle Skills Day, Homework Hotline, Study Skills, Stop, Drop and Read, Service Projects, and Activity Day.

Calendar

The Middle School teachers will have a calendar posted online that will be used to monitor upcoming projects, tests, and field trips. Attempts will be made by teachers to minimize the amount of items due on a particular day. This can also be accessed by parents to help monitor student's upcoming work.

Final Examinations

No final examinations will be scheduled prior to the designated times. Those students not in school on the designated final exam days, will be required to complete their exams with the principal upon their return.

Grade and Midterm Progress Reports

Report cards and midterm progress reports are emailed or mailed to parents, usually within one week following the end of the grading period.

Grading Scale

A	96-100	A-	90-95	B+	87-89
B	83-86	B-	80-82	C+	77-79
C	73-76	C-	70-72	D+	67-69
D	63-66	D-	60-62	F	59-0

Homework

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. Middle School Students will typically have homework in at least one, if not all their classes each night. The purpose of homework is to reinforce and help absorb the lessons already taught by the teacher, to develop independent work habits, help students investigate on their own, and practice what they have learned. Time management and meeting deadlines are skills that students need to develop at an early age. Students who turn in late assignments will receive full, partial or no credit based on information shared on their class syllabus. A student will have no longer than two (2) school days for each day of excused absence to complete makeup work.

Homework is a child's responsibility. However, we believe that a parent can help develop "responsibility" in a child. When homework is assigned, we ask for your cooperation in these ways:

Responsibilities of Parents:

- 1) Set a regular, uninterrupted study time each day.
- 2) Establish a quiet, well-lit study area.
- 3) Monitor student's organization and daily list of assignments, through their planner or JMC access.
- 4) Provide guidance, but do not do the work.
- 5) Be supportive when the student gets frustrated with difficult assignments.
- 6) Contact teacher to stay well informed about the student's learning process.

Responsibilities of Students:

- 1) Write down assignments in assignment notebook.
- 2) Be sure all assignments are clear; don't be afraid to ask questions if necessary.
- 3) Set aside a regular time for studying.
- 4) Find a quiet, well-lit study area.
- 5) Work on homework independently whenever possible, so that it reflects student ability.
- 6) Produce quality work.
- 7) Make sure assignments are done according to the given instructions and completed on time.

Ways in which the school is trying to help in your child's academic success

- 1) After school program open to all students
- 2) Daily study hall time for most students
- 3) BUGS program (Bringing Up Grades), a structured study hall,
- 4) Wednesday grade checks in Advisory.

Incompletes

All incompletes must be made up by the date required by the teacher, but no longer than two weeks after the end of the marking period or risk losing academic credit as well as athletic eligibility. (Incomplete grades must be made up within one week in order for students to be included in the honor roll.)

Makeup Work

Assignments given before an excused absence are due the next day of attendance. For assignments given while a student was absent/excused, the student will have no longer than two (2) school days for each day of excused absence beyond the due date of the assignment or the date of the students return to school to turn in makeup work. Arrangements for extensions may be made with the individual teachers and are at that teacher's discretion.

Parent-Student-Teacher Conferences

Parent-teacher-student conferences and/or information nights are scheduled two times during the school year. Additional conferences will be scheduled whenever a parent or teacher feels that it is necessary. Please call the teacher(s) involved to arrange for after school appointments. The best times to call are between 7:30 and 8:10 AM and between 3:10 - 3:30 PM.

Physical Education

All 6th through 10th grade students are required to participate in physical education unless a written doctor's temporary excuse is on file with the instructor. Students unable to participate on a temporary basis will be given alternative written assignments in the area of physical education. Please review the class syllabus regarding details about physical education grading. This information can also be found on the physical education teachers' webpage.

Planner

Each middle school student will be given a planner at the start of the year. The planner is to be taken with the student to advisory and each class period. The purpose of the planner is twofold, keep accurate records of upcoming assignments and develop organizational skills.

Schedule Changes

Schedule changes after the start of the school year are generally not permissible. Changes may be requested by the principal, guidance counselor, parent or a teacher. A requested schedule change may or may not be granted depending on several factors such as class size, academic need, etc.

State Assessments and Parent/Guardian Refusal to Participate

The State of Minnesota requires schools to administer statewide standardized assessments in certain academic subject areas at designated grade levels. More information for parents about these tests and the process and form parents must use to refuse to have a student participate are in the last three pages of this handbook and also on the district website.

Academic Honors

Academic Excellence (also see School District Policy #595)

Beginning in grade nine, high school students earn special recognition and can "letter" for receiving a grade point average of 3.75 or higher for six cumulative quarters and twelve cumulative quarters.

Gold Cards (begins in 7th grade)

Gold Cards recognize students who have achieved academic excellence. Each fall, at the beginning of the school year, they are given to any student who has a cumulative GPA of 3.75 or

higher at the end of the previous school year. This designation is made on their school ID. Gold Cards allow students to enter Three Rivers Conference events of participating schools at no charge. A student's Gold Card may be taken away for the following reasons:

- * Major violation of school rules
- * Having to be removed from a high school sporting event, either at home or away
- * Any violation of the Minnesota State High School League Rules

Honor Roll

Honor rolls are determined each quarter by a combination of academic grades and Eagle Skills marks that assess important school, work, and life skill aspects of character, preparation, and engagement. To make the honor roll, a student may not have any Eagle Skills marks of "1 – Not meeting expectations" in addition to meeting the grade point average (GPA) requirements. "AA" honor roll includes students with a 3.75 or higher GPA. "A" honor roll includes students with a 3.50 to 3.74 GPA. "B" honor roll includes students with a 3.00 to 3.49 GPA. Student Teacher Assistant grades are not included in the determination of class rank, honor roll and GPA.

Student Assistance and School Counseling Information

Community Deputy

A Community Deputy is assigned to the school district in cooperation with the City of Eyota and Olmsted County. The deputy has an office in the secondary school and is a valuable resource for students, staff, and parents. The deputy assists with school safety, security procedures, and drills, investigation of violations of laws and the student conduct code, legal/law enforcement consultation, truancy concerns, child protection issues, event supervision, and other matters. The deputy is considered a school staff member and works cooperatively with all school personnel.

Counseling Office

A school counselor and a social worker are on the staff to help you discuss personal concerns or make future plans. Students wishing to see the counselor or the school social worker are encouraged to sign up in advance with an office secretary. You will be called down from your class when that staff person is free.

Student Assistance Team

The purpose of the Student Assistance Team (SAT) is to assist students in solving any problems that may negatively impact their success in school (i.e., a learning disability, mental health problems, family concerns, chemical abuse/dependency problems) by determining needs and offering interventions and referrals as appropriate. The team's role is not to provide direct service to students although individual team members may be involved in providing direct services. The pre-assessment process involves a team assessment of student need and recommending the most appropriate response, setting goals, and developing an action plan for the student. Action plans can include in-school resources such as a support group or special education assessment. Action plans may also include referral to a community agency such as a chemical dependency treatment center, county social services, a family counseling agency, or adolescent health clinic.

Members of SAT include the secondary administrators, social worker, school counselor, school psychologist, a special education teacher, and a general education teacher.

Academic Ineligibility (also see School District Policy #599)

A student earning a “Failing” grade or “No Credit” in one or more classes at mid-quarter or the end of a quarter will automatically be ineligible for athletic events and practices for one week. Students in grade 7, 8 will attend the after school program to work on failing or missing work.

At the end of that week, a student who has been declared ineligible is responsible for taking a weekly course progress sheet (obtained in the guidance office) to his/her teachers, and having the teachers report the grades. The student will then return the sheet to the Activities Director or counselor which will result in regaining eligibility if the student is passing all classes. Failure to turn in a sheet on a weekly progress sheet will result in ineligibility until a sheet indicating passing grades is turned in to the Activities Director or counselor. The Activities Director will contact coaches and students’ parents regarding students who have lost eligibility. Students earning an “Incomplete” grade at the end of a quarter will be ineligible until the incomplete grade is made up. Students in grades 6, 7, 8 receiving a 4th Quarter failing grade can attend summer school, complete their work and be eligible for fall sports. Students not attending summer school and failing to make up their grade will be ineligible for the first game of the fall sports season.

Chemical Eligibility and Harassment/Hazing Eligibility Violations-MSHSL Category I Activities

The Minnesota State High School League (MSHSL) defines Category I Activities as “Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.” These activities include, but are not limited to: all athletics, Dance Team, Cheerleading, and Speech and Debate activities if they have regular season contests. Students who have been found to violate the MSHSL chemical eligibility rules will be declared ineligible to participate in Category I Activities in accordance with Bylaw 205.00 of the MSHSL Student Eligibility Bylaws.

Chemical Eligibility and Harassment/Hazing Eligibility Violations-MSHSL Category II Activities

The MSHSL defines Category II Activities as “Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.” These activities include, but are not limited to: Clay Target Team, One-Act Play, Band and Choir Large Group and Solo/Ensemble contests, Visual Arts, and Speech and Debate activities if they do not have regular season contests. Students who have been found to violate the MSHSL chemical eligibility rules will be declared ineligible to participate in the next League-sponsored contest for a Category II activity in which they participate.

Chemical Eligibility and Harassment/Hazing Eligibility Violations-Non-MSHSL School Sponsored Activities

The school sponsors and facilitates students’ participation in a number of activities which are not sponsored by the MSHSL. These activities include, but are not limited to: FFA, Knowledge Bowl, Math League, Student Council, National Honor Society, Peer Helpers, and Teens As Leaders (TAL). Students who have been found to violate the MSHSL chemical eligibility rules will be declared ineligible to participate in the next contest or event for the school-sponsored activity in which they participate.

Good Standing Eligibility-All Activities

According to MSHSL Bylaw 206.00, a student is in “Good Standing” when that student is eligible under all of the conditions and eligibility requirements of the school as well as the eligibility requirements of the MSHSL. In order to remain in good standing, students must adhere to the MSHSL Student Code of Responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state, and country.
- E. 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.

The Good Standing rule applies to all Category I and II, and school sponsored activities.

Serving Penalties in Multiple Activities

MSHSL Bylaw 205.00 requires that a student who violates MSHSL eligibility rules must serve the applicable penalty for both Category I and Category II activities if he or she participates in both. If a student also participates in a non-MSHSL school sponsored activity, he or she must also serve the applicable penalty for that activity.

Three Rivers Conference Sportsmanship Code

The Three Rivers Conference Schools join together in requesting that all people attending games follow a code of ethical sportsmanship, appreciation for the rules of the contest, and respect for officials and opponents while supporting their team. The Three Rivers Conference is proud of its achievements and performance. Excellence in sportsmanship is a major component in the long-lasting tradition that we hope to achieve. To that end we need your support.

Transportation to School-Sponsored Activities

When going on trips for chorus, band, athletics, speech, and other school events, students MUST use the transportation provided by the school. No student may drive him/herself unless arrangements have been made with the Activities Director. Misbehavior or disruptions may result in suspension from traveling privileges and that activity for a length of time as determined by school officials. Students are allowed to ride home with parents provided they follow the checkout procedure developed by each coach or advisor and there is a parent signature.

Wednesday Evening Student Activities (also see School District Policy #580)

No school scheduled events, activities, or practices may be held after 6:30PM on Wednesdays without permission from the District Office. If an athlete needs to leave practice early on Wednesdays, the athlete needs to notify the coach.

Student Conduct, Regulations, and Expectations for Student Behavior

Discipline Procedures

When a student fails to behave within the expectations set forth for the school, there are two levels of discipline.

Level 1: where the classroom teacher takes care of the issue. For this, the student may be asked to serve detention with the teacher. The parent will be notified by the principal or teacher when a before or after school detention is assigned.

Level 2: office referral. When a behavior is extreme or a continued problem, the staff member will complete a formal office referral which is submitted to the principal. An office referral is handled by the principal and the consequence is determined by the offense. The parent will be notified by the administrator when a before or after school detention is assigned.

Office Assigned Detention

- Held from 7:15-8:00 AM or 3:15-4:00 PM.
- Late arrival will not be permitted.
- Work must be brought for the entire period.
- No food, drink, or electronic devices will be allowed.
- No caps or hats will be allowed.
- Failure to abide by detention rules or failure to comply with adult requests will result in ejection and an additional hour will be assigned.

Additional information

If an office referral results in detention, students may need to serve the detention before participation in any after school activities, practices, or games. Coaches may have policies limiting playing time as well.

Any student who does not serve his or her assigned detention will be placed in ISS for a period of time. Subsequent occurrences may result on OSS.

Students with unserved detention may forfeit their right to participate in any celebrations, lyceums, or programs.

Abusive Language

Students found using abusive language toward school staff, faculty, or towards fellow students will be subject to disciplinary consequences depending on the severity of the violation. Additional offenses may result in out-of-school suspensions or more serious consequences.

Academic Dishonesty (Cheating and Plagiarism)

Students found to have copied sections from books, encyclopedia, the Internet or other sources, and turned in this work, or the work of another person, as their own, will receive a reduction in grade and may be asked to re-submit the assignment. Students found to have cheated on assignments, exams, and/or other course requirements will receive no credit for that assignment or exam. Reductions or loss of credit due to cheating or plagiarism could result in a failing grade for the course. Academic dishonesty will be considered a violation of the “Good Standing” eligibility clause (Bylaw 206) of the MSHSL Code of Conduct and will result in an eligibility penalty.

Affectionate Behavior

Students are asked to refrain from displaying affectionate behavior, beyond hand-holding. Couples will be corrected by staff members if observed during the school day and are to accept

these corrections in a constructive manner. If the situation is not corrected, parents will be notified and further action taken if necessary.

Alcohol, Drugs and Tobacco (also see School District Policies #417, #418, #419 and #598)

In compliance with state law, smoking, drinking, the use or possession of controlled substances including alcohol and tobacco (including e-cigarettes or “vaping” devices) and/or the possession of drug paraphernalia is not allowed anywhere in the building, school grounds, or on school-sponsored trips. Testing may include smelling of a student’s breath and/or the use of various tests, including the use of a breathalyzer by law enforcement personnel. All smoking, alcohol and drug incidents will also be subject to MSHSL rules and regulations. Other penalties for infractions of these rules are noted below:

DRUGS, ALCOHOL AND OTHER CHEMICALS (including possession, prior consumption or the possession of drug paraphernalia).

First Offense – Suspension and notification of law enforcement

Second Offense – Suspension, notification of law enforcement and referral to Student Assistance Team

Third Offense – Same as previous offenses and expulsion will be considered.

SMOKING OR CHEWING TOBACCO, INCLUDING E-CIGARETTES AND TOBACCO RELATED DEVICES (includes possession).

First Offense – In-school suspension or Saturday School and notification of parents

Second Offense – In-school suspension or Saturday School, notification of law enforcement and parents

Third Offense – Out of school suspension, notification of law enforcement and referral to Student Assistance Team

Backpacks

Backpacks are to be used to bring study materials to and from school. Due to the amount of space they take up in hallways and for school safety reasons, they are not to be worn in the hallways or taken to any class, even at the end of the day. Students who attempt to do so will be sent back to place their backpack in their locker.

Bus Rules and Regulations (also see School District Policy #709)

Riding the school bus is a privilege and not a right. Rules to be followed on school buses include but are not limited to:

1. No Eating, drinking, or littering.
2. No use of drugs (including alcohol) or tobacco.
3. Students must keep all parts of their bodies inside the bus as well as keep their arms, legs, and belongings to themselves
4. Students must stay seated, facing forward at all times (unless entering or exiting the bus) while the bus is in motion.
5. No fighting, pushing, tripping, harassment, intimidation of others, or "horseplay."
6. Students are expected to follow the directions of the bus driver, talk quietly and use appropriate language at all times.
7. No objects are to be thrown while on the bus.
8. No weapons of any kind or dangerous objects are to be brought onto the bus.

9. Do not damage the school bus in any way.

Violations of bus rules may result in receiving an assigned seat, temporary suspension of bus privilege, or may result in the permanent loss of bus privileges. Suspension of riding privileges will also result in your inability to ride to and from after school activities.

Cell Phones and Other Electronic Devices

Grades 6, 7 & 8 -Cell phones and other electronic devices are to be turned off by 8:10 AM (first bell) and placed in your locker. All electronic devices, digital music players, along with cell phones are to be placed in your locker and are not to be turned back on until 3:07 PM. Cell phones are NOT to be used during school hours. Cell phones found outside of school lockers will be taken and brought to the office. If a teacher asks a student for his or her cell phone, that student is expected to respectfully give the phone to the teacher. If the student refuses to give up the phone, that student will lose the privilege of having a cell phone in school for an extended period of time and may face other consequences for refusing to follow the teacher's instructions.

When a student has his or her cell phone taken away the first time, that student must pay a \$5 fine to get the cell phone back at the end of the day. If that student has a cell phone confiscated a second time, the principal will keep the phone until that student's parent comes to school to get the phone. Additional violations will result in that student losing the privilege to bring a cell phone into the school building at all and may result in additional disciplinary consequences.

Students do not need cell phones for emergencies during the school day. Every classroom has a telephone and many teachers have cell phones available for back up in case of an emergency. Further violations of this rule may result in a parent/student meeting with Principal.

This policy fully applies while attending field trips outside the school building, unless a student has the express permission of the teacher to use a cell phone or other electronic device for legitimate purposes. The use of cell phones on busses to and from athletic events is under the discretion of the coach.

Under no circumstances are students allowed to make video or audio recordings of a staff member or another student without that person's knowledge and permission.

Classroom Disruptions

A student may be removed from a class for the remainder of class period, either on a temporary or on a permanent basis, due to ongoing class misbehavior, disrespect, or insubordination. Ongoing disruptive behavior or serious safety concerns may result in longer or permanent removal from the class.

Dress Code (also see School District Policy #504)

Your dress reflects the quality of your school, your conduct, how you feel about yourself and how you want others to view you, and your school pride. All students must be modestly attired. Any manner of dress and accessories deemed to disrupt the learning environment may be restricted.

1. There will be no see-through tops, bare-midriff, spaghetti straps, strapless, low-cut clothing, or tops and outfits that provide minimum coverage.
2. Shorts and skirts must generally be long enough to reach the student's fingertips when the

- student's arms hang normally at her/his sides, or be deemed as school appropriate by a principal.
3. Clothing or manner of dress exposing undergarments is unacceptable, including sagging pants.
 4. Hats are to be removed upon entering the building as a matter of respect. No hats shall be worn in the building at any time, unless pre-approved by building principal.
 5. Shoes must be worn at all times.
 6. Any item of clothing representing a group of students (Senior Class shirt, Math League team shirt, etc.) and intended to be worn in school or at school events must have the prior approval of both the adult advisor of that student group and the principal.
 7. Examples of clothing with representations that are inappropriate for school, illegal, or offensive to others and may not be worn include but are not limited to:
 - clothing that advertises cigarettes, alcohol, or drugs
 - clothing that contains profanity, sexual innuendo, or other unacceptable or offensive language, pictures, or other representations
 - clothing deemed to advertise or represent groups or organizations that are unacceptable in school (Playboy, "Hooters", hate groups, etc.)
 - clothing containing discriminatory or harassing symbols such as a Confederate flag or a Nazi swastika

The definition of what is appropriate will be determined by school personnel. Students wearing clothing deemed inappropriate will be asked to turn it inside-out, change the clothing item, and/or may be sent home to change. The school reserves the right to change the dress code at any time for the purpose of student safety.

Fighting on School Grounds

Students involved in fighting on school grounds will be suspended from classes for the remainder of the day and possibly up to 5 or more days, depending upon the circumstances and severity. Law enforcement officials may also be contacted and assault charges filed. Reoccurrence of fighting can result in expulsion. Students who find themselves in an argument or dispute with another student are encouraged to contact the School Social Worker or the School Psychologist to arrange for mediation, before a fight occurs.

Fire Drills

To insure your safety against loss of life or injury due to fire, we comply with state and local regulations regarding fire drills. The fire signal is continuous ringing of the fire bell until everyone is evacuated. Students must leave the building as quickly as possible by the nearest exit and move away from the building. Once outside, students are to report to their classroom teacher as instructed. Any student found to have set off a false fire alarm will be prosecuted.

Fire Extinguishers

Any student found removing a fire extinguisher from its holder and willfully discharging it without need will be suspended from school and assessed a \$25.00 recharging fee.

Food and Beverages

All food and beverages with the exception of plain water or other non-sugar contained water is to be consumed in the commons area only. Food and beverages found outside of the commons area

will be confiscated.

Gangs and Gang Activity

The following gang representation and activities are prohibited on school property and at any school activity:

- Wearing, possessing, displaying, or distributing any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership in or affiliation with any gang or any group deemed by school authorities to be a gang.
- Committing any act or omission or using any speech, either verbal or non-verbal (gestures, hand shakes, etc) that shows membership in or affiliation with a gang or any group deemed by school authorities to be a gang
- Using any speech or committing any act or omission in furthering the interests of any gang including, but not limited to: soliciting others for membership, requesting any person to pay for protection or otherwise intimidating or threatening any person, committing any illegal act or violation of school district policies, or inciting another person to act with physical violence or threats towards another person.

~~Grievance Procedure Due Process (also see School District Policy #103)~~

~~The school district has an established procedure to provide an orderly means for considering and resolving grievances regarding allegations of discriminatory acts involving students, as established by the U.S. Constitution. If you have questions or concerns regarding this process, please contact the building principal or the Superintendent's Office.~~

Hallways

As a public school, we have a number of visitors to our building each day. Please do your part to keep your share of our hallways and classrooms clean and attractive. People do judge you as students and our school by its cleanliness! No food, juice, or pop is to be consumed in the hallways at anytime. All trash is to be disposed of in the proper receptacles. Teachers and staff do have the right to confiscate food and drink containers found in the hallways.

Hallway Passes

Students must have a pass to move from place to place within the building during the day. Failure to have a pass or abuse of such passes may result in the loss of pass privileges.

Harassment/Bullying/Intimidation (also see School District Policy #514)

Dover-Eyota High School will not tolerate acts of harassment, bullying, or intimidation, which could include the use of digital or electronic devices and the use of the Internet. We do not discriminate as a school nor do we allow for signs or symbols of discrimination (for example, the display of Confederate flags.) Any students who engage in harassing behavior will be subject to prompt disciplinary action ranging from a warning to expulsion from school. If you believe you have been a victim of harassment, bullying, intimidation, either verbal or physical at Dover-Eyota High School, please contact the principal's office or fill out the online report form.

Harassment - Sexual, Racial & Religious (also see **summary of School District Policy #413)**

~~Sexual, racial or religious harassment includes but is not be limited to: verbal (name calling) and/or written harassment or abuse, subtle pressure for sexual activity, inappropriate "patting", pinching or touching, intentional brushing against the body of another, demanding sexual favors~~

~~accompanied by implied or overt promise of preferential treatment, or any sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose. It is the policy of Independent School District No. 533 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence. The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel found to have violated this policy.~~

[The summary of Policy 413 below, provided by the district, replaces the previous language crossed out above.]

Everyone at Dover-Eyota Public Schools has a right to feel respected and safe. We want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability. Such behavior by any pupil, teacher, administrator, or other personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

A harasser may be a student or an adult. Harassment may include the following when related to the above demographics/characteristics: name calling; jokes or rumors; pulling on clothing; graffiti; notes or cartoons; unwelcome touching of a person or clothing; offensive or graphic posters or book covers; any words for actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

An assaulter may be a student or an adult. Assault may include the following when related to the above demographics/characteristics. "Assault" is: an act done with intent to cause fear in another of immediate bodily harm or death; the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.

If any words or action make you feel uncomfortable or fearful, you should tell a teacher, counselor or principal. You may also make a written report. It should be given to a teacher, counselor or principal. Your right to privacy will be respected as much as possible. We take all reports of harassment or violence seriously and will take appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you or harm you because you have reported.

Hazing (also see School District Policy #526)

In order to maintain a safe learning environment for all students, any student committing an act against another student, or coercing another student into committing an act that creates a substantial risk of harm to another person, in order for the student to be initiated into or affiliated with a student organization, will be subject to disciplinary action.

Homecoming and Snoball

Homecoming and Snoball weeks and other similar activities are positive events meant to celebrate and show pride in our school. Students, staff, and community members are encouraged to participate in the activities and have fun in a positive way.

When students engage in negative or destructive actions related to Homecoming or other events, we are not acting in the true spirit of those events and they damage the reputation of themselves and the school in the community.

The school does not condone or give permission for ANY form of negative or damaging behavior related to Homecoming or other school events, including defacing or damaging of property. Students who choose to engage in such unacceptable behavior outside of school will be restricted from participating in remaining Homecoming week activities, will receive a an eligibility penalty under the “Good Standing” eligibility clause (Bylaw 206) of the MSHSL Code of Conduct, may face additional school consequences, and may be referred to law enforcement.

Insubordination

Insubordination is the act of a student deliberately disobeying a teacher, school administrator, and other school district staff. Acts of insubordination will not be tolerated. Failure to comply with school district staff will result in varying levels of school discipline.

Internet Privileges (also see School District Policy #524 and One-to-One Laptop Handbook)

Students are expected to comply with all provisions of the school district’s Internet Acceptable Use and Safety Policy and the One-to-One Laptop Handbook. In order to use the Internet at school, students must have a signed Internet Student Application and Internet Parent Approval forms on file. Students should always have school-related purpose for being on the Internet. Information downloaded from the Internet should be classroom related and approved by the classroom teacher. This requirement applies to any information from the Internet such as computer software, music, and non-print images. Students who use the internet in school for non-approved purposes or purposes not related to school work will receive the following consequences at a minimum:

- 1st offense – The classroom teacher will handle the problem according to his or her classroom discipline policy, described on the course syllabus
- 2nd offense – The student will be referred to the office and will be scheduled to serve a 45 minute detention before or after school.
- 3rd offense – The student will be referred to the office, spend time in in-school suspension and parents will be contacted.

Additional offenses or serious violations such as using the internet in school to view or download material that is obscene, vulgar or sexually explicit, or to bully or harass another person, may result in additional and more severe consequences as determined by the principal.

Lockers (also see School District Policy #502)

Student lockers are provided for your use for the purpose of storing coats, books, and other school supplies. Lockers remain the property of the school district which reserves the right to make an inspection or a search of your locker, according to Minnesota law, for any reason at any time without notice and without consent, as determined by school personnel. Failure to thoroughly clean writing and other material from your locker at the end of the school year can

result in a fine. Damage to your locker will also be assessed in the amount of repair. Please do not store valuables or large sums of money in your locker. A student requesting replacement of a locker combination will be assessed a \$10.00 fee to cover the cost of replacement.

Money and Valuables

Please do not bring large amounts of money or valuable items to school. The school cannot accept responsibility for money or articles stolen from school, including hallway and physical education lockers. Students are responsible for providing their own physical education lockers.

Middle School Activity Nights

1. Activity Nights are designated for currently enrolled Dover-Eyota students and for certain grade levels only.
2. Students must remain at the activity night at all times.
3. Once individuals have left for the evening, they will not be readmitted.
4. Loitering outside the school or in the outer hall is not permitted.
5. Smoking, tobacco use or vaping is never permitted on school property. Offenders may be removed from all school activities for a length of time determined by school officials.
6. Possession or previous consumption of alcoholic beverages or controlled substances by an individual at a school activity will not be permitted. Any person involved:
 - Will have his/her parents notified to come to the school to drive the individual home
 - Will have law enforcement officials notified for violation of state law
 - Will be removed from all school events as a participant or spectator for a period of time determined by school officials and as per MSHSL by laws deem necessary.
7. At least three (3) school officials must chaperone all school dances & parties. All chaperones must be approved by administration before the event will be given final approval.

Off-Limits Areas

The following areas are off-limits during the school day without express permission from a staff member: parking lots, baseball and softball dugouts, the school forest area, school agricultural fields, or any other area where the student doesn't have a purpose and permission. Anyone on the roof of a school building without authorization is subject to a \$100 fine per School Board fine and fee schedule.

Pop & Vending Machines

Vending machines are located in the cafeteria. They will be turned on each day after 3:07 PM. All beverages and food must be consumed in the commons area--no open cans or bottles are allowed in the hallways, classrooms, or the gymnasium (except at events when the concession stand is open). Empty cans and wrappers should be disposed of in appropriate containers. The principal and the high school Leadership Team are responsible for control of these machines.

Safety & Injuries

All students working in shops or areas where safety policies have been established must adhere to those procedures. If students are aware of an unsafe or potentially dangerous situation they should notify the classroom teacher and/or the high school office immediately. Students involved in an accident on school property or during a school-sponsored activity are asked to notify the nearest school staff member and complete a school accident form which can be obtained from the principal's office.

Saturday School

Students may be assigned to Saturday School as a consequence for violations of school rules. Students assigned to Saturday School must provide their own transportation and are expected to follow all school and Saturday School rules as outlined by the principal and the Saturday School supervisor.

School Authority Off School Grounds

According to Minnesota Law, students involved in unlawful activity outside of school may be subject to school discipline if that activity is related to a school program or event or causes a disruption in school.

Search and Seizure

If school officials have reason to believe that an illegal act or violation of the school rules is about to be or has been committed, they have the authority to search the student, his/her personal property, and/or any school district property which the student uses. Officials may seize any item, which is prohibited by school regulations or state law. All items seized shall be given to the proper authorities or will be returned to the rightful owner.

Study Hall Procedures

Students at any grade level who have Study Hall may not leave Study Hall to go to the Media Center or anywhere else unless they follow these procedures:

1. Before Study Hall you must obtain a signed pass from a teacher that excuses you to go to the Media Center, the teacher's room or another location, AND briefly gives the reason.
2. In order to go to the media Media Center or another location during study hall, you must have the pass signed by staff in that location prior to study hall. You must also have the pass signed by staff in the Media Center.
3. Bring the pass with both signatures to Study Hall and present it to the supervisor.
4. Media Center staff and Study Hall supervisors reserve the right to keep any student in Study Hall or send a student back to Study Hall based on behavior or lack of computer availability.

Consequences

- First misbehavior-verbal reminder to the student.
- Second misbehavior-study hall teacher meets with the student privately, explains how the behavior does not fit study hall expectations.
- Third misbehavior-student is sent to the HS office, the student will be assigned 45 minutes of after-school time.

Substitute Teachers

Substitute teachers are to be treated with the same respect as regular classroom teachers. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at D-E High School.

Suspension and Expulsion

Students may be suspended from classes up to ten days for failure to comply with school requirements, insubordination to school authorities, or dangerous acts. Students may be suspended for more than ten days if expulsion or exclusion is imminent. Expulsions (permanent removal from school up to one calendar year) may take place as a result of acts of serious or

chronic disciplinary instances such as violence, continuing acts of insubordination, or threats towards students/staff members. The principal may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate on a case-by-case basis.

Theft

Any student found to be guilty of theft of school or personal property, will be turned over to law enforcement authorities in addition to receiving school consequences.

Tornado Drills

Should area officials give a tornado warning while school is in session, the following procedure will be followed:

1. The office will announce over the public address system, the need to take cover.
2. When the announcement has been made, all students will accompany their teachers to their designated areas for protection.
3. Remain calm in these areas while waiting for further information.
4. DO NOT LEAVE THE AREA UNTIL YOU ARE GIVEN PERMISSION TO DO SO.

Truancy, Skipping or Cutting Class, and Leaving School Grounds

Truancy is absence from one or more classes without having an acceptable excuse according to school district policy or state law and authorization from school officials. Truancy includes skipping part or all of one or more class periods. Students also may not leave school without permission from the office. Students who are truant from school or leave school without permission will be required to make up time missed outside of the regular school day and may also face other disciplinary consequences. Excessive truancy may result in legal action.

Vandalism & Property Damage

School buildings and equipment are purchased by the taxpayers for educational purposes. If you accidentally damage something, please report it to a teacher or the office immediately. Students who destroy or vandalize school property will be required to pay for losses or damages. Willful damage to school district, staff or student property, will also result in disciplinary action and may include the involvement of law enforcement authorities. According to Minnesota Statute, parents of students involved vandalism are liable for damage sustained. Willful damage to property, even when off school grounds, if related to school events or activities (e.g. athletic events, Homecoming, Snoball, Prom, Graduation), will result in disciplinary action.

Weapons, Explosives, and Dangerous Objects (also see School District Policy #501)

No student shall knowingly possess, handle, or transmit any object that can reasonably be considered a weapon, real or replica, on school grounds or buses at any time. This rule applies to firearms, any explosives including firecrackers, any knife, or dangerous object of no reasonable use to the pupil at school. This policy also pertains to any person associated with the individual at the time they are observed with a weapon, explosive, or dangerous object.

Disciplinary Consequences and Behavioral Support

The specific consequences imposed for violations of the school code of conduct will be at the discretion of the school administration and will depend on factors including but not limited to: the level of disruption to the educational process, the seriousness and/or illegality of the

infraction, the student's prior behavioral history, and the potential threat to the safety of others in the school. The following guidelines are examples of possible disciplinary consequences and behavioral support interventions that may be used:

- Conference with student
- Parent/guardian contact
- Meeting with parent/guardian
- Loss of bus privileges
- Removal from classroom for one or more class periods
- Lunch detention
- Before or after school detention
- Assignment to After School Program
- In-school suspension
- Saturday School
- Out of school suspension
- Placement in alternative educational setting
- Expulsion
- Reinstruction in rules and expectations
- Student behavior contract
- Mediation conference
- Restitution
- Community service
- Confiscation of prohibited item
- Lowered grade or no credit (for cheating/plagiarism only)
- Alternative academic assignment
- Loss of lunchroom privileges/assigned seats
- Referral to school counselor and or Student Assistance Team (SAT)
- Referral for chemical dependency evaluation
- Referral to Olmsted County Truancy Intervention Program
- Referral to or report to Olmsted County Sheriff's Department

DOVER-EYOTA MIDDLE & HIGH SCHOOL **FACULTY AND STAFF**

Notice: Pursuant to school district policy #404, the school district conducts an employment background check upon hiring for all Dover-Eyota faculty and staff.

TEACHING STAFF

Phone Number 545-2631 or 1-866-847-9863

Adkins, Cheryl	Room 105B	Ext. 260	Spanish	CherylAdkins@deschools.org
Albrecht, Nikita	Room 119	Ext. 226	Vocal Music	NikitaAlbrecht@deschools.org
Aldinger, Rachel	Room 105B	Ext. 260	Spanish	RachelAldinger@deschools.org
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Herrick, Steve	Custodian	Ext. 238	
Kevin Salsman	Custodian	Ext. 238	
Zeitler, Harry	Custodian	Ext. 238	

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Buss, Julia	Clerk	Ext. 259	
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Kuiper, Madonna	Cook's Helper	Ext. 259	
Rollie, Gail	Lead Cook	Ext. 290	GailRollie@deschools.org

Coaching Staff

FALL SPORTS

Football:

Head Coach – Brian Harris
Assistant Varsity – Dan Vrieze
“JV”/”9th” – James Berg; Josh LaPlante
7th & 8th – Ricky Smith; Aaron Gust

Volleyball:

Head Coach – Stacy Mayer
“JV” – TBD
9th – Jayleen Meyers
7th & 8th – Deb Vosler; Michelle Anderson

Cross-Country:

Head Coach – Julie Nelson
Assistant Coach – Brian Hasleiet

Girls’ Soccer:

Head Coach – Dustin Beckman
“B” – **TBD**
“C” – Nathan Asper

Boys’ Soccer:

Head Coach – John Pittenger
JV – Ryan McRae
7 & 8 – Gilbert Ramirez

WINTER SPORTS

Boys’ Basketball:

Head Coach – Tim Mayer
“JV” – Scott Cork
“9th” – **Kevin Kullot**
“C” – TBD; Bryce Schmidt

Girls’ Basketball:

Head Coach – Brian Harris
“JV” – Tom Surprenant
9th – Jayleen Meyers
“C” – Laurie Mickow; Leeann Mickow

Wrestling:

Head Coach – Chad Nelson
“JV” – Brian Lehnertz
Assistant – David Otomo

Dance Team:

Head Coach – Tiffany Anderson
Assistant Coach – Melissa Tumbleson

Dover-Eyota also has a cooperative agreement with Rochester Lourdes in Boys and Girls Hockey

SPRING SPORTS

Golf:

Head Coach – Steven Tauer
Assistant Coach – Becca Rudquist

Track:

Head Coaches – Brian Hasleiet; Tim Andring
Assistants – Lisa Finstuen; Holly Callahan;
TBD

Baseball:

Head Coach – Brad Wick
Assistant Coach – Brian DeFrang
“JV” – JB Mathison
7th 7 8th – Nathan Asper, **Jordan Jensen**

Softball:

Head Coach – Ryan Scheevel
“JV” – Tim Mayer
7th & 8th – **TBD**; John Ostrowski

Advisors for Academic Teams, Clubs & Other Activities

Academic Triathlon – Sarah Klaehn

Chamber Choir – Nikita Albrecht

Clay Target – Chad Ohl, Todd Rowekamp

Close Up – John Pittenger

Colorguard – Gwen Rosenbush

FFA – Stephanie Porter

Fitness Center – Dan Vrieze

Future Cities – Tine Donahue

Girls Who Code – Allison Benike

Graduation Coordinator – Becky Kromminga

Knowledge Bowl – Alberto Vera, Sarah Johnson

Math League – Brian Harris

Math Wizards – Wanda Hanson

Model United Nations – Tine Donahue

Minnesota Honor Society – **Rachel Aldinger**

Pagemasters – Sarah Klaehn

Pep/Jazz/Marching Bands – Ryan Anderson

Peer Helpers – Katie Johnson

Prom Coordinator – Amanda Mecum

Robotics – Steve Moericke/**Blake Julian**

Spanish Club – Rachel Aldinger

Student Council – Bryanna Anderson, Tim Andring

Teens as Leaders – Katie Johnson

Theatre Director – **TBD**

Yearbook – Katie Johnson

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 academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children 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 will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for support and recognition.
- 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.

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.

<p>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> 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. 	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> 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.
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Posted May 2018

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 MCAs 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](http://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).

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