

SAINT PETER HIGH SCHOOL STUDENT - PARENT HANDBOOK 2026-2027



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SECTION 1: Academics

Academic Requirements

A. Graduation Requirements

The **Minnesota Graduation Standards** define what it is students should know and be able to do as a result of a Kindergarten through 12th grade education. The Graduation Standards provide the goal towards which both teachers and students are working. They become the focus on which assessment, curriculum and instruction are designed to ensure that all students receive a variety of educational opportunities which move them closer to the goals of being: purposeful thinkers, effective communicators, self-directed learners, productive group participants and responsible citizens.

Saint Peter High School requires students to earn a **total of 27 credits** for a diploma. All students must satisfactorily complete all credit and course requirements before they will be allowed to participate in the commencement ceremony for graduation. These requirements include:

For the Class of 2027	For the Class of 2028 and Beyond
4 credits of English - Students are required to take one required English course per year 3.5 credits of Social Studies - Must include .5 Geography, 1.0 World History, 1.0 US History, 1.0 US Government & Economics 4.0 credits of Math - Must include 1.0 Geometry and 1.0 Algebra II 4.0 credits of Science - Must include 1.0 Physics, 1.0 Chemistry and 1.0 Biology 1.0 credit of Fine Art - Fine Art credits may be earned by taking any course in the music or art department .5 credit of Health 1.0 credit of Physical Education 9.0 credits of additional coursework (Electives)	4 credits of English - Students are required to take one required English course per year 3.5 credits of Social Studies - Must include .5 Geography, 1.0 World History, 1.0 US History, 1.0 US Government & Economics 4.0 credits of Math - Must include 1.0 Geometry and 1 full credit of Algebra II (must include A & B) 4.0 credits of Science - Must include 1.0 Earth Science, 1.0 Chemistry or 1.0 Physics, and 1.0 Biology 1.0 credit of Fine Art - Fine Art credits may be earned by taking any course in the music or art department .5 credit of Health 1.0 credit of Physical Education **1.0 credit Personal Finance 8.0 credits of additional coursework (Electives)

- The basis of a credit course in grades nine, ten, eleven, and twelve shall be the satisfactory completion of a course on the secondary level covering a minimum of 120 clock hours. Credits are awarded in one-half credit increments.

3. Students in their sophomore year will take the Reading MCA III standardized test. Students in their junior year will take the math MCA III standardized test. Students will take the MCA III science test during the year in which they take biology.
4. Students in their junior year will have the opportunity to take the ACT or ASVAB on a designated day during the school year. Saint Peter Schools will cover the cost of testing for those students of economic need.

B. Academic Recognition

1. Graduating seniors with high scholastic achievements will be recognized as follows:
 - 4.0 and higher : High Honors (gold cords)
 - 3.667 - 3.999 : Honors (silver cords)
2. Students in grades 9 - 12 who achieve the status of high honor (A- average) or honors (B+ average) for a given semester will be recognized by the school.
3. Students who have maintained an A- average during their freshman and sophomore years will be awarded an academic achievement letter at the completion of their sophomore year. Gold bars will be awarded to students who repeat or continue to perform during their junior and/or senior years. A student in grade eleven or twelve may earn an academic achievement letter for the first time upon the successful completion of four semesters of A- work.

C. Marking and Reporting Procedure

1. Saint Peter High School uses letter marks as a marking system as described:

A	D	NC	No Credit
B	F	Failure	
C	I	Incomplete	

Pluses and minuses may be used at the discretion of the teacher.

2. Marks are earned on a nine-week basis. Final marks are awarded at the end of each grading period.
3. Final examinations are recommended for all courses when practical.
4. Marks are awarded for academic achievement only. Marks are not to be used in a punitive manner nor are marks to be lowered because of misconduct. This does not mean that points cannot be awarded for performance.
5. Teachers must be able to explain to students and parents/guardians the reasons for a particular mark given.
6. The teacher should give a reasonable explanation for an abnormal mark distribution.
7. Teachers must explain how marks are determined and what is expected of a student who is to receive each of the marks. A handout to students is recommended.
8. Students and parents/guardians are to be notified of student progress periodically, as provided by School Board Policy.
9. Teachers are to allow students two days for daily make-up work or tests that were assigned while the student was absent, as provided by Administrative Rules and Regulations.
10. A student at any level of the senior high program may receive the full range of marks A-F and I or NC, provided that the level is identified and recorded.
11. A student who gives forth to the best of her/his capacity to learn as judged by the professional staff shall be promoted through the school program at the normal rate and shall be given passing marks.
12. Teachers record all marks in an electronic class record book that is organized, accurate and legible. This book becomes the official source for the school for student marks.
13. There is a semester honor roll for grades 9-12.

D. Incompletes

1. A mark of "Incomplete" may be given to a student who has not completed all the requirements of a course.
2. Incomplete grades may be awarded at the end of the quarter, provided there are extenuating circumstances. All incomplete grades must be resolved within 14 calendar days. Grade changes are only allowed for Incomplete grades.
3. Students may resolve their incompletes at any time prior to the above-mentioned date by completing the work and then the teacher will assign a grade of "A", "B", "C", "D", or "F", whichever is appropriate for the quality of the work.
4. Teachers may require that students make up incomplete work at any time prior to the end of the two (2) week period provided that the student has had twice the length of time missed to make up work or tests which were assigned while the student was absent.
5. If any incomplete work in any course that is required for graduation remains outstanding after the date of the final examinations for twelfth graders, it shall prevent participation in graduation ceremonies and prevent receipt of a diploma until such work is completed.
6. Incomplete grades shall not be considered in determining a student's rank in class.
7. Parents/guardians shall be informed of their student's status regarding incomplete work.

E. Drop-Add Procedures

Students seeking to add a course to their schedule must do so within the first five (5) school days of the semester. No additional courses will be added after the first five (5) days. The only exception to this regulation would be the addition of a course that is to be audited and not taken for credit. Courses may be dropped within the first five (5) school days of a semester without penalty. After five (5) school days, any course that is dropped will result in a letter grade of "F" being recorded for the dropped course.

F. Final Examinations

Students may not take final examinations prior to their normally scheduled time. If students will be absent on the date when final examinations are administered, they will need to schedule a time after this date to make up their tests. A mark of "I" (Incomplete) will be recorded on the student's report card until the examinations have been completed. Failure to complete any final examinations after a semester ends will result in the incomplete mark being changed to "NC" (No Credit), except in unusual circumstances, as determined by a principal.

G. Academic Integrity Policy

At Saint Peter High School we act responsibly, live with integrity and show respect. We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain these standards and strive for continuous improvement. We expect our students to take responsibility for their actions and thus maintain academic integrity and a respectful learning environment for our school.

1. **To act with academic integrity students must value and demonstrate positive regard for:**
 - a. Intellectual honesty
 - b. Personal truthfulness
 - c. Learning for its own sake
 - d. The creation/ work of others
 - e. Academic honor and trust
2. **Academic integrity is achieved when a student:**
 - a. Takes full credit for his or her own work, and gives full credit to those who have helped, or influenced him or her.

- b. Represents his or her own work honestly and accurately.
 - c. Collaborates with other students only as specifically directed or authorized.
3. **Student behaviors that promote genuine student achievement:**
- a. Try to keep a realistic schedule and balance academics, extracurricular, social and family life, and sleep. It may be necessary to limit activities if feeling overwhelmed.
 - b. Be organized. Keep class notes and handouts in a folder that is easily accessible. This will reduce anxiety when studying for a test or writing a paper.
 - c. Seek help from teachers. Ask for clarification if you do not understand an assignment.
 - d. Keep current with assignments. Don't wait until the last minute to study for a test or write a paper.
 - e. Only work with another student if the teacher has specifically given permission.
 - f. Accept the fact that real learning requires serious and sometimes tedious effort

Academic Integrity Violations

1. **Cheating:** Seeking to obtain credit or improved scores through the use of deception. Examples include:
 - a. Copying homework
 - b. Looking at another student's quiz or test
 - c. Asking a student what was on a quiz or test
 - d. Using secretive methods including putting information on phones or calculators, and using
 - e. electronic foreign language translators instead of teacher approved materials
 - f. Using a former student's work and claiming it as one's own
 - g. Using study aids such as Cliff notes or Spark notes instead of reading assigned materials
2. **Facilitation:** Helping another student obtain credit or improved scores through the use of deception. Examples include:
 - a. Allowing another student to copy your homework
 - b. Allowing another student to look at your test or quiz
 - c. Reporting to another student what is on test or quiz
 - d. Working with another student on an assignment and submitting the same answers without the permission of the instructor
 - e. Texting answers to another student
3. **Falsification:** Fabrication. Examples include:
 - a. Misrepresenting yourself in any way to your teacher regarding the work you have done including saying you turned in an assignment when you have not
 - b. Forging a parent's signature on a document required for class
 - c. Missing class in order to avoid turning in a paper or taking a test
 - d. Submitting the same work to two instructors without the express permission from both instructors
 - e. Making up information/data or a citation in any paper or project
 - f. Gaining unauthorized access to tests
4. **Plagiarism:** Representing the words or ideas of another as one's own in any paper or assignment. Examples include:
 - a. Copying information off the internet or any other printed material and pretending this information is your own writing. Everything on the internet is not public domain. You must credit the source of those who created them or you are, essentially, stealing
 - b. Failure to cite sources properly including not using quotation marks when needed and not acknowledging sources when paraphrasing

Academic Integrity Consequences

1. Teacher confers with student and notifies the parent/guardian of student
2. 0 on assignment/assessment or an alternative assessment - this is at the teacher's discretion
3. Submit referral in infinite campus
4. Administration will review the violation for possible Code of Conduct for those involved in extracurriculars

H. Commencement

In order to be eligible to participate in commencement exercises, students must have completely finished all credit & graduation requirements set forth by the state of Minnesota and ISD 508. Participation in commencement exercises is voluntary. Students who do not wish to participate in the commencement exercises should inform the principal as soon as possible. A student's failure to attend the scheduled graduation practice may result in their not being allowed to participate in the commencement exercises themselves. Additionally, all obligations (library books returned, fines paid, detention completed, etc.) must be cleared before a student will be eligible to participate in commencement exercises.

I. Structured/Guided Study Hall

1. Students are placed in a guided study hall for the following reasons:
 - a. Receiving a D- or below for a quarter or mid-quarter grade
 - b. Behavior referral
 - c. Poor attendance
2. If a student is placed in a guided study hall at the beginning of the quarter, their progress will be reviewed at mid-quarter. If a student is placed in a guided study hall at mid-quarter, their progress will be reviewed at the end of the quarter.
3. Guided study halls are to be quiet and conducive to study. Talking should be done quietly.
4. Students are not allowed out of study hall.

J. Commons Study Hall

Commons study hall is available to those who meet academic requirements and have not lost privileges due to excessive behaviors, tardies or truancy.

SECTION 2: ATTENDANCE

A. General Statement

Regular attendance is absolutely essential to progress in 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 are missing from school and are unexcused will not be permitted to participate in any school-sponsored activities on the day of their absence.

B. Anticipation of Absence

Students who anticipate being gone for one or more days should first secure an advance notice of absence form from the office and take it to each of their teachers.

C. Valid Absences and Exceptions

1. Although excusing absenteeism and tardiness is at the discretion of the principal, the following reasons are valid and should be used by parents and students as guidelines:
 - a. Illness of the student
 - b. Serious illness or death of a member of the student's family
 - c. Dental and medical appointments - A signed slip from the health facility is required for those participating in extracurriculars
 - d. School sponsored activities
 - e. Severe weather conditions, according to the merits of the case.
 - f. Religious holidays
 - g. College visit, vacation or other pre-planned event (Please provide the school 5 days advance notice so staff can make educational plans for student)
 - h. A suspended absence
 - i. Court appointments that are verified
 - j. The building principal can/may make exceptions for unusual situations

Students are reminded that a parent/guardian email or phone call is required within two weeks of the absence to be excused.

Medical documentation must be submitted to the office to continue excusing an ongoing condition if a student exceeds 18 total absences (excused or unexcused) or is absent for three consecutive days.

2. Absences that will be marked as UNEXCUSED
 - a. More than 10 minutes late to school or a class
 - b. Missing the bus / missing your ride
 - c. Over-sleeping
 - d. School office not notified of the absence
 - e. Automobile problems (more than 2 incidents)
 - f. Parent not aware of the absence
 - g. Work

D. Policy on Make-up Work

Students who have been absent excused from school have twice the length of time missed to make up daily work or tests assigned while the student was absent. Student athletes missing classes due to a planned athletic event are required to turn in assignments on the due dates, unless an agreement is made with the teacher for an alternate due date.

At the end of the allotted time, the teacher, at her/his own discretion, will award either a letter grade or give an incomplete for the assignment. Any assignment not turned in by the end of the allotted time may result in an "F".

E. Leaving the School Building

Students who need to leave the school anytime during the course of the school day must secure a pass from the office. Failure to secure a pass may result in the loss of privileges. The only exceptions to obtaining a pass before school are for illnesses or for an emergency.

F. Co-Curricular participation

1. In order to participate in co-curricular activities, students must be in attendance for the entire day, unless they have an excused absence listed in 2.C or approved by administration.
2. If a student is suspended from any class, they may not participate in any activity or program that day.
3. If a student is absent unexcused from any class, they may not participate in any activity or program that day.

G. Truancy and Unexcused Absences

1. As required by current law, regulations of the State Department and School Board Policy, students shall attend each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the principal. Students returning to school following an absence will be expected to complete all missed assignments in accordance with district policy and as stated in the Student-Parent Handbook.
2. Truancy is missing school or class without school permission.
3. When a student under 18 reaches three unexcused absences, the principal will notify the student's parents/guardians.
4. When a student reaches seven unexcused absences on seven different days, county and court/social services authorities will be notified.
5. Students under the age of eighteen will be classified as habitual truants when absent for one or more class periods on seven or more school days if the student has not lawfully withdrawn from school.
6. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

[\(MN Statute 260C.007\)](#) Subd. 19. **Habitual truant** means a child who is at least 12 years old and less than 18 years old who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section [120A.22, subdivision 8](#).

Absence from school or a class without parent/guardian permission may be considered truancy. State law (MN Statute 260A.02) provides that a continuing truant is a student who is subject to the Compulsory Instruction Law and is absent from instruction in school without a valid excuse within a single school year for 3 or more class periods or 3 days.

Medical documentation must be submitted to the office to continue excusing an ongoing condition if a student exceeds 18 total absences (excused or unexcused) or is absent for three consecutive days.

H. Tardiness

Students who are more than 10 minutes late to a class will be marked absent, not tardy.

The tardy count starts over at the beginning of each quarter.

1. 10 unexcused tardies per quarter will result in five days of Lunch Detention (30 minutes each day).
2. 20 unexcused tardies per quarter will result in ten days of Lunch Detention (30 minutes each day).
3. 30 unexcused tardies per quarter will result in fifteen days of Lunch Detention (30 minutes each day).
4. 30+ unexcused tardies will be determined by the principal and dean of students.

SECTION 3: GUIDELINES AND PROCEDURES

A. Emergency Evacuation Procedures

1. FIRE

- a. As soon as the alarm is sounded, teachers will take their positions at the exits from their rooms and remain until all students have passed out of the room. If there is time, teachers are to close doors and bring class rosters with them..
- b. As soon as the alarm is sounded, students should rise and pass in a rapid, orderly manner from the room by the exit used for regular dismissal. An orderly dismissal with minimal talking is expected. Maintaining a minimal noise level will allow for emergency instructions or changes in regular procedures to be heard. The first students to arrive at any exit should hold the door open until teachers arrive to relieve them.
- c. Students should not take their coats, jackets, or books with them.
- d. As soon as all students have exited the building, the teachers will take their positions at the exit, and, under no circumstances, allow any of them to enter the building until the "all clear" has been given by the designated staff.
- e. Have students move into the parking lots or Community Spirit Park. The space near the building should be absolutely clear. Students should return to the building after a drill by the same route that they left the building.
- f. Where to go from classrooms: Each room will have a fire escape assignment posted in the room and teachers will explain fire drill exit procedures during the first week of school.
- g. Do not leave the school grounds during a drill or emergency unless you are directly supervised by a high school staff member.

2. ARMED INTRUDER

Students and staff will follow Standard Response Protocol in the event of an armed intruder.

3. CIVIL DEFENSE ALERT

Students will be sent home when official civil defense communications indicate there is sufficient time to arrive home before dangerous conditions develop. (Information will be released by the proper authorities to all communications media). If conditions will not allow time for students to be dismissed, students will be assembled in designated areas in the building.

Tornadoes: Public warning signal - 5 minutes steady blast on the civil defense siren and repeated if necessary. Staff should proceed with all students to a pre-designated tornado shelter.

FIRE EXTINGUISHERS, SMOKE/HEAT SENSORS, AND FIRE ALARMS ARE APPARATUS, WHICH ARE TO ONLY BE USED IN THE EVENT OF EMERGENCIES. PEOPLE WHO INTENTIONALLY MISUSE THIS EQUIPMENT WILL BE REFERRED TO THE PROPER AUTHORITIES.

B. Military Recruitment (MN Subd. 5a.) A secondary institution shall release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12 within 60 days after the date of the request, except as otherwise provided by this subdivision. A secondary institution shall give parents and students notice of the right to refuse release of this data to military recruiting officers. Notice may be given by any means reasonably likely to inform the parents and students of the right. Data released to military recruiting officers under this subdivision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and

2. shall not be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. Fees and Fines

1. No student shall be required to pay a fee for a required program, project, or activity that occurs during the regular school year.
2. Fees may be charged in the following areas:
 - a. In any program where the resultant product, in excess of minimum requirements and at the student's option, becomes the personal property of the student
 - b. Admission fees or charges for extracurricular activities where attendance is optional.
 - c. A parking permit fee for any vehicle using the school's parking lot
 - d. A security deposit to assure the return of materials, supplies, or equipment
 - e. Personal physical education and athletic equipment and apparel
 - f. Items or products that are purchased for personal use, such as, student publications, class rings, annuals, and graduation announcements
 - g. Fees specifically permitted in any other statute
 - h. Field trips that are considered supplementary to a district's educational program and not required or graded
 - i. Any authorized voluntary student health and accident benefit plan
 - j. For use of musical instruments that the district owns or rents
 - k. Students may be required to furnish personal or consumable items including pencils, papers, pens, erasers, and notebooks
3. Fees may not be charged in the following areas:
 - a. Textbooks, workbooks, art materials, laboratory supplies, and towels
 - b. Supplies necessary for participation in any instructional course except as specifically authorized
 - c. Field trips that are required as a part of a basic educational program or course
 - e. Instructional costs for necessary school personnel employed in any course or educational program required for graduation
 - f. Library books that are required to be utilized for any educational course or program. (A fee may be charged for lost books)
 - g. Admission fees, dues or fees for any activity the student is required to attend
 - h. Any admission or examination cost of any required educational course or program
 - i. Locker rentals. (A deposit for a padlock or key is permissible)

D. Field Trips

Occasionally certain classes offer opportunities for students to visit sites outside the school that are related to the course. These opportunities are a privilege and may be denied for just cause. It is required that students return the signed "parent/guardian permission slip" to their teacher before they leave on the field trip. Only school-authorized transportation will be used and at least one faculty member will chaperone each vehicle used for the field trip. Parents/guardians are allowed to only take their own child from a school function.

E. Grievance Procedure

In an attempt to give Saint Peter students an opportunity to present a legitimate grievance, they may have access to the following grievance procedure, which has been adopted:

1. A student with a particular grievance or complaint is urged to first try to resolve the problem with the other party involved on a one-to-one basis (i.e., grades, discipline, school policy, etc.).
2. If the problem cannot be resolved at level one, the student should then bring that problem to the attention of the dean of students who will call together the grievant, the other party involved and will attempt to mediate and resolve the problem.
3. If the problem is not resolved, at level three the student may again present it to the principal, who will review all the information related to the problem and promptly render a decision.
4. If, after the final decision of the principal, the grievant still believes the problem is unresolved, further appeal may be granted through request made to the principal for review by the Superintendent of Schools.

F. Lost and Found

Lost and found articles are located in the main office.

G. Lunch

1. Students are to eat meals in the Commons area or when weather permits, the courtyard.
2. Students are expected to clean up after themselves.
3. Closed campus lunch period: High school students have a closed lunch period. Students are not allowed to leave the school for lunch. Those students with Junior or Senior Privilege who have a study hall during block three are allowed to leave the high school.

H. Parking Regulations

1. Student Parking on School Grounds

Parking Permits: Students shall be permitted to drive automobiles and/or motorcycles to and from school. However, students desiring to use any of the high school parking facilities will be required to have a parking permit. Cars, vans, trucks, motorcycles, and mopeds must all have the required Saint Peter High School permit in order to use school parking lots. Permits are available in the high school office. Violators may lose all parking privileges on school grounds.

Students will be issued one student parking pass free of charge. A \$20.00 fee will be charged for every lost parking pass, and a \$20.00 fine will be charged for students parking in the school lot without a student parking pass. Parking passes must be attached to each vehicle's inside rearview mirror. The parking pass must be clearly visible from the outside of the vehicle. Student vehicles need a new parking sticker each school year.

Vehicles ticketed following a grace period at the start of school will face a \$20 fine in addition to the need to purchase a parking permit. Students will have 10 days to pay parking tickets. Unpaid parking tickets will result in 5 days of Lunch Time detention.

Students that have appointments after the start of the school day may park in the East parking lot. A doctor note confirming the date/time of the appointment will be required to excuse a parking violation if one is received while parking in the East lot.

2. **Parking Rules:**

- a. The student parking lot is the west lot, adjacent to the tennis courts and the entrance to the gymnasium area.
- b. Students driving automobiles and/or motorcycles to school must park their vehicles in the parking lots in areas designated as student parking. Vehicles must be parked in marked parking spots or this can impede the safe coming and going of other vehicles.
- c. Students driving automobiles and/or motorcycles to school must drive safely at all times.
- d. Students who are authorized to leave during the day (PSEO, Junior/Senior Privilege) will be issued a different color parking pass that will allow them to park in designated areas on the east lot.
- e. Students using automobiles improperly may forfeit the right to use school parking lots.
- f. The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.
- g. Unauthorized vehicles parked on school property may be towed at the expense of the owner or operator.

I. Bicycles

The school is not responsible for bicycles ridden to school and parked on school property. Bicycles parked at school should be locked in the bicycle racks.

J. Pledge of Allegiance

121A.11 UNITED STATES FLAG. The School Board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for the recitation of the Pledge of Allegiance and instruction in school to help further that end. The recitation shall be conducted by each individual classroom teacher or the teacher's surrogate; or over a school intercom system by a person designated by the school principal or other person having administrative control over the school. Any student or teacher may decline to participate in the recitation of the Pledge of Allegiance to the flag. Others must respect the choice not to recite the Pledge. Every public school in Minnesota must display an appropriate United States flag when in session.

K. Reporting to Parents

It is School District policy to inform parents at regular intervals of their student's attendance, academic, and disciplinary matters. Consequently, the following reports will be available at appropriate times to parents:

1. **Attendance Notices**

Notices of irregular attendance practices will be forwarded to parents/guardians at appropriate intervals. Should poor attendance continue, a conference with the student's parents/guardians will be necessary. Continued poor attendance could result in the student's forfeiting credit in the particular class.

2. **Academic Reports**

The grading system is A, B, C, D, F, No Credit, and Incomplete. Report cards are available online to parents, guardians, and students at the end of each grading period. On-line access can be obtained by contacting Kathy Wobbrock at 934-4210 ext 418, or kwobbrock@stpetersschools.org. Paper copies will be mailed per parent/guardian request.

3. Academic progress reports are available online throughout the school year.
4. Parent conferences will be held during each school year. The dates for parent conferences are noted in the school calendar.
5. Discipline Referrals
Whenever any form of disciplinary action is necessary, a discipline referral will be posted on the students Infinite Campus portal informing parents of the misconduct as well as the administrative action taken. Parents will be called for major incidents.

L. School Closing Procedures

School closings and late start announcements will be made over local television and radio stations, as well as with automated calls, beginning about 6:30 a.m. The school district will also activate its emergency announcement system. The same local media will be used if school must be dismissed early. Each rural student is asked to make prior arrangements to stay in town in case future weather conditions do not permit the buses to follow their routes. Parents/guardians may choose not to send their child to school if, in their estimation, the weather is too severe and school has not been closed.

M. Searches (Locker, Vehicle, Personal)

Equipment such as lockers belongs to the school district, but students may be allowed to use the equipment as a convenience. The school insists that lockers be properly cared for and not used for the storage of illegal items such as firearms, liquor, cigarettes, illegal drugs, etc. Students will each be issued a locker and its combination. Students are encouraged to keep their locker locked at all times and not share their locker combination with others.

1. Student's Rights

- a. A search of a student's person should be limited to a situation where the administration has a reasonable belief that the student is concealing evidence of an illegal act or school rule violation.
- b. Dangerous items (such as firearms, weapons, etc.) and other items, which may be used to substantially disrupt the educational process, will be removed from the student's possession.
- c. A general inspection of school properties including, but not limited to, lockers or desks may be conducted on a regular basis. Illegal items and items belonging to the school or another person will be seized.
- d. All items seized may be returned to the proper authorities or the true owner.
- e. Students may be given the opportunity to be present when a search of personal possessions is conducted if there is no reason to believe that their presence would be a threat to the safety of themselves or others.
- f. When a custodial interrogation takes place in school (in relation to a locker search) by a law enforcement official or police officer, students should be advised of their rights by the proper authority, including the right to counsel and the right to remain silent.
- g. Lockers may be searched by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.
- h. It is a policy of the state of Minnesota (Subdivision 1) that school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. These searches may be carried out by a specially trained dog. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal

possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

- i. School administrators will conduct periodic inspections of the school locker areas and/or parking lots on district premises. These inspections may be announced or unannounced and may be carried out using specially trained dogs to sniff out and alert staff to the presence of substances prohibited by law or district police.

N. Junior and Senior Privilege

Junior & Senior Privilege is available to those juniors and seniors who qualify during the first, second, third, and fourth quarters of the school year. This privilege will allow qualifying students the ability to leave school during their study hall. In order to qualify for this privilege, students must meet the following standards/criteria:

1. Students must be in good academic standing.
 - a. For Juniors and Seniors, all grades earned in the quarter prior to the student's study hall must be a C or higher to qualify.
2. Students must not have ANY major disciplinary referrals, behavior issues, or unexcused absences in the quarter preceding or during the quarter of Privilege. Disciplinary referrals will result in immediate loss of Privilege.
3. Students must be registered for seven credits.
4. Students may not be tardy to the class that follows their Privilege time. (3 violations of this rule will result in the loss of Privilege)
5. Students must attend their scheduled Saints Time on Wednesdays.
6. During scheduled Privilege time, students may use the Commons, locker bay area, media center, resource spaces, or leave the building.
7. A parent/guardian's signature of approval must be signed on the application form unless the student is 18 and has the appropriate form on file in the High School office.
8. Applications must be completed and returned to the Deans Office ~~student services office~~. This privilege does not start until it is on the students schedule on Infinite Campus. Privilege continues into subsequent quarters unless it is revoked.
9. When do we remove students for grades?

Quarter: Remove privilege for students who receive below a C grade.
Mid Quarter: Remove privilege for students who receive a C- or below.
**Students who are removed because they receive a C- or below can earn it back once they are back to a C or better grade.*

O. Student Appearance

1. Students do not have a formal dress code. However, in order to provide the very best learning environment, clothing or hairstyles deemed disruptive or which cause a distraction to the educational process will not be allowed. Teachers and other staff will make the determination of disruption or distraction.

The school prohibits objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected class, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals.

If a student's appearance is determined to be inappropriate in the school setting, the student will be responsible to correct the situation by:

- a. Changing the attire

- b. Covering the attire or distraction, or
 - c. Removing the attire or distraction.
 - d. Go home to change
- 2. Appropriate hats and caps and other head coverings will be allowed in the high school; however, classroom protocol will be at the discretion of the teacher. Teachers will have the right to allow or not allow hats in their classes. Failure to follow classroom rules will be considered insubordination.
- 3. Student Rights and Responsibilities
 - a. Student dress and grooming are the responsibility of the student and her/his parent/guardian.
 - b. Dress and grooming shall be clean and in keeping with health and sanitary practices.
 - c. Students should not wear clothing or hairstyles that can be hazardous to them in their school activities such as shop, lab work, physical education, and art.
 - d. Dress and grooming shall not disrupt the educational process.
 - e. Students whose dress is in violation of these standards will be subject to dismissal.
- 4. Students who continually refuse to comply with requests to dress accordingly will be subject to all discipline procedures.

P. Student Assemblies, Meetings, and Dances

The First Amendment right to free speech and assembly are honored, provided that the exercise of a right does not substantially disrupt the educational process.

- 1. Student Meeting Rights
 - a. Students are permitted to hold student meetings on school property within the limitation applicable to all groups under [Minnesota Statute 123.36 \(5\)](#).
 - b. Students have the right to gather informally.
- 2. Rules for a Student Meeting
 - a. Meetings should be scheduled in advance.
 - b. Normal class activities may not be disrupted.
 - c. The meeting shall not be such as may be likely to create a substantial danger to persons or property.
 - d. If a crowd is anticipated, a crowd control plan shall be filed in the Principal's office in advance of the meeting.
- 3. Rule for an Informal Gathering
 - a. Students gathered informally shall not subsequently disrupt the educational process.
 - b. Students who willfully disregard this rule may be subject to dismissal.
- 4. Dances
 - a. Only Saint Peter High School groups may sponsor dances, which are approved and cleared by the Student Council and building principal.
 - b. All dances must have the following adults present:
 - 1. The advisor of the hosting organization
 - 2. Eight adult chaperones
 - 3. One police officer
 - c. Students wishing to bring an outsider to a school dance must obtain a pass from the High School office to the dance.
 - d. Any student who leaves the dance will not be readmitted.
 - e. Guests are subject to the same rules as students of Saint Peter High School.
 - f. Prom is sponsored by the Junior class in honor of the Seniors. The dance is open to Juniors and Seniors and their guests. However, participants must be at least of Junior class status and no older than age 20.

Q. Transportation

1. Rules and Expectations

a. School Bus and Bus Stop Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

b. Expectations at the Bus Stop

1. Get to the bus stop five minutes before your scheduled pick-up time. The school bus will not wait for late students.
2. Respect the property of others while waiting at the bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassing, intimidating, or horse playing.
10. No use of alcohol, tobacco, or drugs.

c. Expectations on the Bus

1. Follow the driver's direction right away.
2. Sit in the seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidating, or horse playing.
7. Do not throw any object.
8. No eating, drinking or using tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

2. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's privilege to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

a. Discipline

1. The first time a student violates any of the rules of the bus, the student responsible will be warned, his or her parents/guardians will be notified, and the student may face school-assigned detention.
2. The second time an incident occurs, the parents/guardians of the student will be notified. The student may face in-school detention or removal from the bus for up to five days.
3. The third time an incident occurs, the student responsible will be removed from the bus for five or more days, and his or her parents/guardians will be notified.
4. The fourth time an incident occurs, the student responsible may be removed from the bus for the remainder of the year.

5. Any infraction serious enough in nature may be cause for immediate removal from the bus.
3. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.
4. Vandalism/Bus Damage

Students damaging school buses will be held responsible for the damages. Failure to pay for repairs (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.
5. Notice

Students will be given a copy of school bus and bus stop rules during the school bus safety training. Rules are to be posted on each bus and the driver will periodically review both rules and consequences with students.
6. Criminal Conduct

In cases involving criminal conduct (assault, weapons, possession, or vandalism), the Superintendent, local law enforcement officials, and the Department of Public Safety will be informed.
7. Transportation to and from Activities
 - a. All students will ride school-provided transportation to and from school events. An exception may be made, at the school employee's discretion, if a student is turned over directly to a parent/guardian who submits a written request.
 - b. Students will be dropped off only at the school after events. Students will not be dropped off at their homes or any other location for any reason.
8. Use of School Buses
 - a. General Rule

The School District uses school buses as transportation for all co-curricular activities.
 - b. Exceptions
 1. Coach buses may be substituted for school buses during the summer months if requested by the building level principal.
 2. Those students who directly participate in the tournament may use coach buses for transportation to and from state tournaments. The request must be made by the coach of the activity or the director of activities.
 3. A coach, director, or teacher may make a request in writing to the building level principal that a coach bus be substituted for a school bus for any particular activity. The principal, at his or her discretion, may substitute a bus coach for a school bus. The decision should be based upon the number of students being transported, the distance to the activity, the type of equipment that will accompany the group and other factors that may affect the safety of the students.

A copy of the school district school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls during the school year. Parents and guardians are asked to review the rules with their students.

9. Parent/Guardian responsibilities for transportation safety
 - a. Become familiar with district rules, policies, regulations, and principles of school bus safety
 - b. Assist students in understanding safety rules and encourage them to abide by them
 - c. Recognize their own responsibility for the actions of their children
 - d. Support safe riding practices and reasonable discipline efforts

- e. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus
- f. Support emergency evacuation procedures as set up by the school district
- g. Respect the rights and privileges of others
- h. Communicate safety concerns to school administrators
- i. Monitor bus stops, if possible
- j. Support all efforts to improve school bus safety

R. Visitors

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the front office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the and to wear a “visitors badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students who are interested in enrolling at Saint Peter High School are welcome to visit during the school day. Only in cases of emergencies will other student visitors be allowed to visit during the school day.

Students are not allowed to bring visitors to school without prior permission from the principal.

S. Withdrawal Procedure

Students who plan on withdrawing from Saint Peter High School should obtain from the Counselor's office the proper withdrawal form and have each of the teachers sign it. Once all teachers have signed the withdrawal form and collected the books, the withdrawal form should be brought to the counselor's office.

SECTION 4: TECHNOLOGY

A. Telephone Use, Messages, and Calls from Home

1. Cell phones are not allowed in academic areas of St Peter High School.
 - a. Classrooms
 - b. Pods
 - c. Any area where academic instruction is taking place
2. Students shall keep their personal electronic communication devices (cell phone, earbuds, headphones, etc.) in the classroom phone pouch or area designated by the classroom teacher. All identified devices will remain there for the entirety of the class period. Devices are not allowed during breaks or when going to the bathrooms.
3. Cell phones may not be used in any manner that causes or results in disruption of the educational environment or school-sponsored extracurricular activities or events or impairs or interferes with school district operations.
4. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.
5. Cell phones and other personal electronic devices may be used at the following times, providing they are not used for the invasion of personal space and/or property of another person
 - a. Before and after school
 - b. During passing times between scheduled classes
 - c. During a student's own lunchtime
 - d. During one's commons study hall
6. Except in cases of emergencies, the office does not call students out of classes when parents leave messages for their students. The office will attempt to call students from class at the end of a class period if possible, or students will be called to the offices at the end of the school day.
7. Students are not allowed to record videos or take photos of others (staff and students) at any time during the school day unless approved by the dean of students or principal. Students have been strongly encouraged to protect their electronic devices against the risk of theft or loss. School personnel will make limited effort to investigate these losses or thefts. The school assumes no responsibility for confiscated items.

B. Saints Digital Learning Initiative (Chromebooks)

Through the Saints Digital Learning Initiative, Saint Peter High School continues its commitment to offering students and teachers access to best-practice strategies and modern equipment to improve the classroom experience.

Please consult the *Saints Digital Learning Initiative 1-to-1 Handbook* for program details, expectations, and terms and conditions. Handbooks are available upon request from the high school office.

SECTION 5: STUDENT CONDUCT & DISCIPLINE POLICY

A. STUDENT RIGHTS

All students have the right to an education and the right to learn.

B. STUDENT RESPONSIBILITIES

All students have the responsibility:

1. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures
2. To attend school daily, except when excused, and to be on time to all classes and other school functions
3. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities
4. To make necessary arrangements for making up work when absent from school
5. To assist the school staff in maintaining a safe school for all students
6. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them
7. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect
8. To be aware of and comply with federal, state, and local laws
9. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate
10. To respect and maintain the school's property and the property of others
11. To dress and groom in a manner that meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy
12. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language
13. To conduct themselves in an appropriate physical or verbal manner
14. To recognize and respect the rights of others

C. CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

The School Board considers the following behaviors to be unacceptable behaviors that may be subject to disciplinary action. These behaviors are defined more thoroughly in the Student Handbook, and will be reviewed annually.

1. Acts of dishonesty

2. Any criminal activity or violation of the law. 506-5
3. Attendance issues, including failure to attend class, tardiness, and leaving class without permission
4. Cheating and plagiarism
5. Damage to or misuse of property, including misuse of technology or use of technology in a way that causes property damage
6. Failing to follow the instructions of an administrator, teacher, or other School District representative.
7. Gang activity
8. Inappropriate physical contact with another person, as well as acts of physical aggression, fighting, horseplay and play fighting
9. Possession, distribution, or use of alcohol, cannabinoid products, drugs, vapes and other tobacco products (including look alike substances and synthetic substances) or paraphernalia
10. Possessions of weapons (as defined in School Board Policy 501) explosives, incendiary devices, or any type of combustible substances
11. Substantially interrupting the learning environment
12. Sexual misconduct and sexual assault
13. Theft
14. Threats of violence
15. Trespassing
16. Using language that is not appropriate in a school setting or possessing materials containing language that is not appropriate in a school setting. Inappropriate language includes abusive, profane, obscene, or threatening language. Inappropriate language also includes language that constitutes cyberbullying, bullying, discrimination, harassment, or hazing. Teasing and name-calling may also be considered inappropriate language
17. Violations of other School Board Policies setting forth expectations for student behavior including:
 - a. School Board Policy 102, Equal Educational Opportunity
 - b. School Board Policy 413, Harassment and Violence
 - c. School Board Policy 417, Chemical Use and Abuse
 - d. School Board Policy 419, Tobacco-Free Environment
 - e. School Board Policy 501, Weapons
 - f. School Board Policy 502, Search of Student Lockers, Desks, Personal Possessions, and Student's Person
 - g. School Board Policy 503, Student Attendance
 - h. School Board Policy 504, Student Dress and Appearance
 - i. School Board Policy 505, Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
 - j. School Board Policy 514 Bullying Prohibition
 - k. School Board Policy 521, Student Disability Nondiscrimination
 - l. School Board Policy 526, Hazing Prohibition
 - m. School Board Policy 527, Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches
 - n. School Board Policy 528, Student Parental, Family and Marital Status Nondiscrimination
 - o. School Board Policy 536, Student Internet Acceptable Use and Safety Policy
 - p. School Board Policy 627, Academic Honesty
 - q. School Board Policy 709, Student Transportation Safety

D. RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior that disrupts good order, impedes the educational process, or violates the rights of others.

1. DISCIPLINARY ACTION may include but is not limited to:
 - a. Meeting with the teacher, counselor, dean of students or principal
 - b. Lunch detention
 - c. Loss of school privileges
 - d. Parental conference with school staff
 - e. Modified school programs
 - f. Removal from class
 - g. Co-Curricular ineligibility
 - h. Suspension
 - i. Exclusion
 - j. Reasonable restraint for self-protection or protection of others
2. The principal may impose or recommend a longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis (i.e. school service or restitution). The principal may require that the student enter into a behavior contract.
3. It is the policy of the School District to follow the Minnesota Pupil Fair Dismissal Act in the suspension, exclusion, and expulsion of students. The basic provisions of the Pupil Fair Dismissal Act shall be published in the Student Handbook. The handbook will be made available to all students during the first month of the school year.

E. CHEMICAL INFRACTIONS

** See Appendix for complete Drug/Alcohol and Assault Policy

1. ALCOHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance, or drug paraphernalia is prohibited while on district property, participating in a district-sponsored activity, or traveling in a district vehicle.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	5-day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

2. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any alcoholic, narcotic, illegal substance, or controlled substance on district property, while participating in a district-sponsored event or traveling in a district vehicle is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	10-day suspension Expulsion recommendation Police referral		

3. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an “over-the-counter” medication must do so in a manner consistent with district policy (see Policy 516 – Student Medication). Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any “over-the-counter” medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

4. MEDICATION MISUSE (PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with district policy.. Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any prescription medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

5. TOBACCO USE OR POSSESSION

Possession or use of tobacco is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-day suspension Police referral	2 day suspension Police referral	3-day suspension Police referral

F. DANGEROUS AND/OR NUISANCE ITEMS

** See Appendix for complete WEAPONS POLICY

1. WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION, AND OTHER DANGEROUS ITEMS

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. "Weapon" includes, but is not limited to, guns (including BB and pellet guns, look-alike guns, and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), nunchucks, throwing stars, explosives, stun guns, ammunition, chains, and chain wallets.

- a. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school-sponsored activity.

- b. Possession of a weapon in school or on school grounds will result in confiscation of the weapon and referral to the police and may result in an initial out-of-school suspension for five (5) days and a recommendation to the Superintendent of Schools that the student be expelled.
- c. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

G. FIREARMS

Minnesota state law requires that the school board must expel for a period of at least one year a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The school board may modify this expulsion requirement on a case- by-case basis.

Grades	First Offense
Grades 9-12	10-day suspension Expulsion recommendation Police referral

H. FIREWORKS

Possession, distribution or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of “Weapons, Explosives, Incendiary Devices, Ammunition, and Other Dangerous Items.”

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	5-day suspension Police Referral	5-10 day suspension Police Referral	10-day suspension Expulsion recommendation Police Referral

I. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	1-day suspension	3-day suspension

(**) Indicates disciplinary action assigned by building administration.

J. POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is discovered that a student has accidentally brought such an item to school, the student may not be considered in possession of a weapon. Nonetheless, because students are responsible for what they bring to school and possession of these items is prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

Grades	First Offense	Second Offense	Third Offense
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Grades 9-12	1-day suspension	3-day suspension	5-day suspension
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K. DRIVING INTERACTIONS AND TRANSPORTATION

1. DRIVING, CARELESS OR RECKLESS

Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Parking permit revoked for the identified time period Possible Police referral	3-day suspension Parking permit permanently revoked Police referral	5-day suspension Police referral

2. TRANSPORTATION

All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. **Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period.** Students, grades 9-12, who commit a fourth offense, will be suspended from riding the bus for the remainder of the school year.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense
Grades 9-12	Verbal Warning	1-5 day bus suspension	Loss of bus riding privilege for 10 days	Loss of bus riding privileges for one calendar year

3. VEHICLE UNAUTHORIZED PARKING, DISPLAY OF PARKING PERMIT

Students desiring to use any of the high school parking facilities will be required to purchase a parking permit. Cars, vans, trucks, motorcycles and mopeds must all have the required Saint Peter High School permit in order to use school parking lots. Permits are available in the high school office. Violators may lose all parking privileges on school grounds.

Students will be issued a student-parking sticker.. A \$20.00 fee will be charged for every lost parking sticker issued thereafter. Parking stickers must be attached to each vehicle's inside rearview mirror. The parking sticker must be clearly visible from outside of the vehicle. Student vehicles need a new parking sticker each school year.

4. Parking Rules:

- The student parking lot is the west lot, adjacent to the tennis courts and the entrance to the gymnasium area.
- Students must park their vehicles in the parking lots in areas designated as student parking. Vehicles must be parked in marked parking spots or this can impede the safe coming and going of other vehicles.
- Students must drive safely at all times.

- d. Students who are authorized to leave during the day (PSEO, Junior/Senior Privilege,) will be issued a different color parking pass that will allow them to park in designated areas on the east side (staff lot / media center side).
- e. Students who leave during the day for appointments will be issued a temporary parking pass for that day, which will allow them to park in the staff lot upon their return.
- f. Students using automobiles improperly may forfeit the right to use school parking lots.
- g. Students who park on school grounds understand that their vehicle may be searched by school personnel at any time while parked on school grounds, provided that the high school personnel have reason to believe that the vehicle contains contraband.
- h. Vehicles on school grounds after parking privileges have been revoked are subject to immediate towing at the expense of the student/owner.

L. PHYSICAL INFRACTIONS

** See Appendix for complete Drug/Alcohol and Assault Policy

1. ASSAULT

Committing an act with intent to cause fear **in another person of immediate bodily harm** or death or attempting to or threatening to inflict bodily harm is prohibited. This includes all incidents where blows are exchanged.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	2-5 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

2. ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	10-day suspension Expulsion recommendation Police referral		

3. PUSHING, SHOIVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	1-3 day suspension	3-5 day suspension

(**) Indicates disciplinary action assigned by building administration.

4. SEXUAL MISCONDUCT

Engaging in non-consensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	10-day suspension Expulsion recommendation Police referral		

M. PROPERTY INFRACTIONS

1. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grades	First Offense
Grades 9-12	10-day suspension Expulsion recommendation Police referral

2. BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

Grades	First Offense	Second Offense
Grades 9-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

3. FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

Grades	First Offense	Second Offense	Third Offense
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Grades 9-12	**	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral
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(**) Indicates disciplinary action assigned by building administration.

4. ROBBERY OR EXTORTION

Taking property from another person by the use of force, the threat of force compelling acquiescence, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-3 day suspension Police referral	5-10 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

5. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage, or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

6. THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing of property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

7. TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or are attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of district employees is also classified as trespassing.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-day suspension Police referral	3 day suspension Police referral	5-10 day suspension Police referral

8. VANDALISM, MINOR ACTS (LESS THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

9. VANDALISM, MAJOR ACTS (MORE THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging, or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	10-day suspension Expulsion recommendation Police referral		

N. TECHNOLOGY INFRACTIONS

** See Appendix for complete ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET

1. SECURITY SYSTEM-or TELECOMMUNICATIONS TAMPERING/ TELECOMMUNICATIONS TAMPERING

Any action that is intended to deactivate, damage, or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

2. ELECTRONIC DEVICES, MISUSE OF

High school students may use cell phones or personal electronic mobile devices at the discretion of a teacher and in a way that is not disruptive to the educational process including use in class or in any way that sacrifices, or potentially sacrifices, academic integrity (see also Dishonesty, Scholastic and Photographic Device Misuse).

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Device confiscated Pick up at the end of the day either from the teacher or office.	Device confiscated 1 unit of lunch detention Parent must pick up phone	Cell phone plan created. Phone may be held in office during school day or not allowed at all.

3. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. *Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process. This may involve a police referral.*

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-2 day suspension	3-5 day suspension	5-day suspension

4. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

Misuse of technologies, equipment, or network; deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws is prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	3-5 day suspension	10-day suspension and access limited or monitored indefinitely. Expulsion recommendation.

(**) Indicates disciplinary action assigned by building administration.

5. TECHNOLOGY & TELECOMMUNICATIONS, BREACH OF

The deliberate breach of the school district network and technology resources is prohibited and may result in disciplinary actions, including but not limited to suspension, police referral, and recommendation for expulsion.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	5 day suspension. Police referral. Social worker referral.	10-day suspension. Police referral. Recommendation for expulsion.	

O. THREATENING AND/OR DISRUPTIVE BEHAVIOR

** See Appendix for complete HARASSMENT AND VIOLENCE POLICY

** See Appendix for complete BULLYING PROHIBITION POLICY

1. ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating, or inflammatory or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	3-5 day suspension	10-day suspension Expulsion recommendation

(**) Indicates disciplinary action assigned by building administration.

2. BOMB THREAT OR TERRORISTIC THREAT (see Appendix for complete policy)

Making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	10-day suspension Expulsion recommendation Police referral		

3. BULLYING OR INTIMIDATING BEHAVIOR(see Appendix for complete Bullying Prohibition policy)

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Restorative Intervention	1-3 day suspension Restorative intervention	2-10 day suspension Restorative intervention

(**) Indicates disciplinary action assigned by building administration.

4. DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	2-5 day suspension	10-day suspension Expulsion recommendation

(**) Indicates disciplinary action assigned by building administration.

5. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	1-day suspension	3-day suspension

(**) Indicates disciplinary action assigned by building administration.

6. FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

7. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	1-3 day suspension	3-5 day suspension

(**) Indicates disciplinary action assigned by building administration.

8. HARASSMENT OR RETALIATION (see Appendix for complete policy)

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age, as defined in the district policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Varies depending on severity of situation but includes Harassment policy education	Varies depending on severity of situation	Varies depending on severity of situation

9. HAZING (see Appendix for complete policy)

Hazing activities of any type are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days, and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs. May include police referral.

Grades	First Offense	Second Offense	Third Offense[bo10]
Grades 9-12	3-5 day suspension	10-day suspension Expulsion recommendation	

10. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	1-3 day suspension	3-5 day suspension

(**) Indicates disciplinary action assigned by building administration.

11. THREATENING GROUP ACTIVITY (see Appendix for complete policy)

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	3-day suspension Social worker intervention	5-day suspension	10-day suspension Expulsion recommendation

12. THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES, OR OTHER PERSONS

The use of language or comments that are blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	10-day suspension Expulsion recommendation Police referral		

P. OTHER BEHAVIOR INFRACTIONS

1. DRESS AND APPEARANCE

Inappropriate clothing or appearance is prohibited. Administrators reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of these guidelines, the student will be directed to make modifications or be sent home for the day.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	**	1-3 day suspension

(**) Indicates disciplinary action assigned by building administration.

2. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	1-3 day suspension	3-day suspension	3-5 day suspension

3. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	**	1-day suspension	3-day suspension

(**) Indicates disciplinary action assigned by building administration.

4. INAPPROPRIATE USE OF SINGLE-PERSON RESTROOMS

Single user restrooms are to be used only by one person at a time. Entering and closing the door to utilize the restroom as pairs, regardless of gender is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	3-day suspension	5-day suspension	5-day suspension

Q. UNIQUE SITUATIONS

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

1. In-School Suspension (ISS)

Definition: This is a short-term exclusion from classes, not from the school. The student will be assigned to a workroom where assignments will be brought and the student will work on school work in a supervised environment.

2. Out of School Suspension

Definition: An out of school suspension is the short-term exclusion of the student from school. The school is relieved of custody of and responsibility for the student.

Procedure: Suspension, exclusion, and expulsion shall be implemented in accordance with the Pupil Fair Dismissal Act.

3. Pupil Fair Dismissal Act

Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act.

a. Parent/Guardian Notification:

Parents/guardians shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by the Pupil Fair Dismissal Act. Disciplinary referrals will be mailed from the Senior High School office.

b. Student Notification:

Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act.

4. Corporal Punishment

The Board of Education prohibits the use of corporal punishment. However, reasonable force may be used by a teacher or other member of the instructional, support or supervisory staff upon or toward a student when necessary to restrain the student from self-injury or injury to any other person or property.

5. Grounds for Dismissal

A student may be dismissed on the following grounds:

- Willful violation of any reasonable school board regulation.
- Willful conduct that materially and substantially disrupts the rights of others to an education.
- Willful conduct, which endangers the pupil or other pupils, or the property of the school.

- d. Direct defiance or refusal to comply with a direction by a Staff member, Principal or Superintendent.

6. Suspension

Students who are suspended from the regular school program may be suspended either in-school or out-of-school. At the time of dismissal, the students will be informed as to their status with the school. The type of suspension program used will depend upon the nature of the offense and the circumstances involved. The in-school suspension program will be used for most suspendable offenses.

7. In-School Suspension Program

This refers to an action taken by the school administration under the rules of the school board prohibiting a pupil from attending one or more classes for a period of no more than five school days. A student suspended in-school will be placed in a room under the direct supervision of a school authorized adult. Suspended students will have the following responsibilities:

- a. Students will be expected to follow the directions of the in-school suspension supervisor at all times.
- b. Students are expected to bring all books and necessary materials with them to the in-school suspension room.
- c. Students are expected to work on all assigned work and will not be permitted to sleep.
- d. Students will be expected to remain quiet and no unnecessary talking or noisemaking will be permitted.
- f. Students are expected to be on time to the in-school suspension room.
- g. Students will not be permitted to leave the in-school suspension room unless an emergency occurs or the office requests that they do so.
- h. A lunch break in the in-school suspension room will be provided at midday to accommodate those who desire to eat lunch.
- i. Students will not be permitted to participate in any school-related activities on the day(s) of suspension unless authorized to do so by the school administration. This means a student is ineligible to practice or to participate in any extra or co-curricular activities or events during the school day(s) or during the evening(s) of the suspension period.
- j. Students may not go to their lockers during their lunch hour because regular classes are in session and may not be disrupted.
- k. Students may not be removed from in-school suspension by a teacher for any reason.

The students suspended in the in-school suspension program are required to follow all the rules and regulations of this program. If these suspended students do not follow these rules and regulations, and out-of-school suspension program may be provided.

8. Out-of-School Suspension Program

This refers to an action taken by the school administration under the rules of the school board prohibiting a pupil from attending school for a period of time of no more than five school days. The suspended students will have the following responsibilities:

- a. Students will be expected to leave the school grounds as soon as requested to do so.
- b. Students will be expected to remain off the school grounds unless otherwise authorized, until the suspension period is over.
- d. Students will be required to meet with the assistant principal or high school dean, at the conclusion of the suspension period.
- e. Students will be provided with all make-up work. Two days for each day of absence will be provided for the completion of all make-up work.
- f. Students will not be permitted to participate in any school-related activities on the day(s) of suspension, unless authorized to do so by the school administration. This means a student is

ineligible to practice, participate or attend any extra or co-curricular activities or events during the school day(s), or during the evening(s) of the suspension period.

9. Exclusion and Expulsion

- a. Exclusion is an action taken by the school board to prevent enrollment or re-enrollment of a student for a period, which shall not extend beyond the school year.
- b. Expulsion is an action taken by the school board to prohibit an enrolled student from further attendance for a period, which shall not extend beyond the school year.
- c. *Exclusion or Expulsion Procedures:*

No exclusion or expulsion shall be imposed without a hearing unless the right to a hearing is waived in writing by the student and parent/guardian. The school board or its agent shall initiate the action.

Written notice of intent to take action shall:

 1. Be served upon the student and her/his parent/guardian by certified mail.
 2. Contain a complete statement of the facts, a list of the witnesses, and a description of their testimony.
 3. State the date, time and place of the hearing.
- d. Be accompanied by a copy of Sections M.S. 121A.40 to 121A.56 of The Pupil Fair Dismissal Act of 1999.
- e. Describe alternative educational programs accorded the student prior to commencement of the expulsion or exclusion proceeding.
- f. Inform the student and parent/guardian of the right to:
 1. Have legal counsel at the hearing.
 2. Examine the student's records before the hearing.
 3. Present evidence.
 4. Confront and cross-examine all witnesses.

SECTION 6: CO-CURRICULAR

A. Academic Policy for Co-Curricular Participants

All students must be making progress toward graduation and be in line to graduate with their class. Any high school student who earns an “F” grade for a marking period will become ineligible for two weeks. Any middle school student who earns an “F” grade for a marking period will become ineligible for one week or one event, whichever is longer. An ineligible student, who can prove he/she is passing after the one- or two-week ineligibility period, will become eligible and put on academic probation until the next marking period. If a student slips back to an “F” grade during the probationary period, he/she will become ineligible until the next marking period. Prior to serving a period of ineligibility, an Academic Review Meeting will be held with the student, activities director, and dean of students.

B. Sportsmanship

Courtesy, fairness, and respect characterize sportsmanship. It is interpreted in the conduct of the participants, coaches, cheerleaders, school administrators, and spectators. It is with this philosophy in mind that we of Saint Peter High School are striving to maintain and improve upon these qualities through the implementation of our sportsmanship project.

1. Show respect for opponents by:
 - a. Standing for opponent's school song;
 - b. Avoiding a temptation to boo an opponent's successes.
 - c. Sitting in Saint Peter's student area and not in the opponent's section.
2. Show respect for officials, participants and cheerleaders by:
 - a. Accepting a referee's judgment call.
 - b. Avoiding harassment to the opposing team players or coaches.
 - c. Applauding well-performed plays or routines by both Saint Peter athletes and their opponents.
 - d. Sitting in the stands and watching -- leaving only at period breaks or at half time.
3. Show respect for the flag by:
 - a. Standing for the National Anthem.
 - b. Singing the National Anthem.
 - c. Removing caps/hats during the National Anthem.
4. Show respect for the adult spectators by:
 - a. Being polite to all citizens.
 - b. Avoiding running and pushing in the lobby.
5. Show respect for each other by:
 - a. Making room for other students to be seated.
 - b. Avoiding obstructing each other's view of the performance.
 - c. Refraining from making fun of others cheering or singing.
6. Acts of Misconduct
 - a. Uses of noisemakers- examples: compressed air horns, whistles, cowbells, and firecrackers.
 - b. Use of inappropriate banners or placards.
 - c. Throwing of objects – examples: coins, pop cans, folded programs as airplanes.
 - d. Use of obscene or abusive language that seeks to offend, intimidate, or show prejudice toward a player, official, or spectator.
 - e. Being on the premises of the scheduled contest while under the influence of alcohol or chemicals.
 - f. Unauthorized entry into any scheduled contest.
 - g. Behaving in a manner that violates the sportsmanship code.

7. Should a student be banned from attending events due to inappropriate conduct and/or poor sportsmanship, the following requirements must be fulfilled prior to reinstatement of attendance privileges:
 - a. Contact and discuss the breaking of the Sportsmanship Policy with the Activities Director or Principal in a timely manner.
 - b. A written apology to all schools involved.
 - c. Contact the Big South Conference Executive Secretary to be and allowed back to activities.
 - d. In the event that the infraction occurred against a Big South Conference school, the individual must contact and apologize to that school (s) to be reinstated.
 - e. In the event that the infraction is against a non-conference school the student must contact a principal to be reinstated.

C. Student Council

1. Senior High School Student Council (Grades 9-12)
Members are elected toward the end of the previous school year. Each grade level (9-12) will elect 10 representatives. At-large representatives may also be elected later in the school year.
2. Student Representatives
Students, who correspond with agencies outside of this school, signing or stating that they are representatives of Saint Peter High School, must have the authorization of their advisor or from the building principal.
3. Memorials
The senior high student council serves as the school organization that sends memorials on behalf of the senior high school to students and families who have suffered the loss of a family member.

D. Change of level of play of athlete

Certain guidelines should be adhered to when considering the change of level of play of an athlete.

1. The coaching staff of that sport shall discuss if the individual athlete is ready for the move to a higher level of competition and whether or not there is a need within the program for such a move.
2. The head coach of that sport shall discuss with the activities director the reasons for wanting to implement such a move and pick up the necessary forms that need to be signed.
3. The head coach shall contact the parent, explain what the move is that they would like to do, and ask if the parent approves the move. If they do not approve, proceed no further.
4. The head coach shall bring the signed paperwork to the activities director for final approval and his signature.

E. Advantages of changing levels:

1. The athlete is challenged to play with and against better competition.
2. He/she may play for a longer season.
3. The frustrations an athlete may have due to the disparity in skill level may be minimized.
4. Athletes will be given an opportunity to advance their skill level in a team sport, just as they can in an individual sport.

F. Disadvantages of changing levels:

1. Parents and athletes of the team in which the athlete is moving to may feel they are being displaced.
2. Athletes/parents from the team the athlete is leaving and team the athlete is going to, could disagree with the move causing socialization issues in school and the community for the athlete.
3. Athletes may feel they are not connected to any team.

4. The team the athlete leaves may lose a role model and an extra teacher to help them develop better skills.
5. Expectations from coaches, parents, teammates and fans may be greater.
6. Increased time commitment, more frequent and later home arrivals after games, split shifts in practice, transportation issues, may negatively impact the athlete's school work and the parental responsibilities.
7. The injury risk factor increases due to increased participation.

G. Activities and Organizations

<u>Activities</u>	<u>Fees</u>
Academic Decathlon	\$60
Adapted Bowling Baseball	\$60
Basketball (Boys and Girls)	\$125
Baseball	\$105
Cross Country (Boys and Girls)	\$105
First Tech Challenge (Robotics)	\$60
*Fishing (Grades 8-12)	*Fee set by association
**Sport currently ran by association. Participants will be held not only to St. Peter Public School policies but additional rules may apply.	
Football	\$125
Gymnastics	\$125
Golf (Boys and Girls)	\$125
Hockey (Boys and Girls) (7-12)	\$250
Knowledge Bowl	\$60
Math League	\$60
Mock Trial	\$60
National Honor Society	-
One Act Play	\$60
Respecters of Diversity	-
Soccer (Boys and Girls)	\$105
Softball	\$105
Speech	\$60
Student Council	-
Swimming/Diving	\$105
Tennis (Boys and Girls)	\$105
Theater (Musical, One Act Play, Spring Play)	\$60
Track (Boys and Girls)	\$105
*Trap	*Fee set by association
**Sport currently ran by association. Participants will be held not only to St. Peter Public School policies but additional rules may apply.	
Volleyball	\$125
Wrestling	\$125

The activity fee for 7-9 grade participants is \$45 regardless of the level in which they compete (except hockey).

There is a maximum \$250 fee per season per family (except hockey).

- a. Refunds of fees for activities will be made until halfway through the season for those students who cease to participate in the activity.
- b. There will be no refund of the activity fee in the event a student becomes ineligible to

participate as a result of violation of Minnesota State High School League or Saint Peter High School rules and regulations.

- c. Students from families who determine that a fee is prohibitive may make application to the appropriate building level principal for consideration to waive the fee or reduce it to an amount that the family can provide.
- d. A maximum of \$250.00 per family per season has been established to provide for participation by a number of students from a family (except hockey).

H **Activities Participation Rule**

Students must be in attendance during their afternoon classes, block three and four, in order to participate in any co-curricular activities. This pertains to both practices and events. Special consideration may be given for pre-approved absences. In that event, it is up to the individual student to contact the principal or Activities Director for permission to participate.

I. **Award Policy/Awards of Letters**

- 1. Awards
 - a. First award earned - certificate and chenille letter.
 - b. Succeeding awards earned - certificate.
 - c. Members of a South Central Conference Championship Team - certificate.
 - d. Awards will be presented to the athlete at the Athletic Banquet at the end of each season.
 - e. The participants will be invited to the Banquet if they are in good standing according to the Saint Peter High School Athletic code. Athletes who are invited are varsity letter winners, varsity team members and managers.
 - f. Spring sports awards will be announced only at the Athletic Banquet, but the individual coaches at the completion of that spring sport will present the awards.
- 2. Participation required to qualify for a Saint Peter High School Letter
(During a complete sport season)

Adapted Bowling

- a. Participant must play an active part on team for two years

Band

- a. Four years participation in grade 9 through 12 band
- b. Successful participation (75% of events) in pep and marching band in one school year
- c. Superior rating in a solo/ensemble at the regional music concert
- d. By the Director's and Activities Director's judgment in special cases

Baseball or Softball

- a. Actively participate in one-fourth of the total innings played by the varsity squad during the regular season, or
- b. By the Coaches and Activities Director's judgment in special cases.

Basketball

- a. Actively participate in one-fourth of the total quarters played by the varsity squad during the regular season. Tournament games do not count as a season game, but tournament halves count toward earning a letter, or

- b. By the Coaches and Activities Director's judgment in special cases.

Choir

- a. Participate in Solo/Ensemble Concert
- b. Be a member of the Chamber Singers
- c. Serve as an officer of the choir
- d. Serve as an accompanist

Cross Country

- a. Perform at the varsity level for at least one half of regularly scheduled meets;
- b. By the coaches and Activities Director's judgment in special cases.

Football

- a. Actively participate in one-fourth of the total quarters played by the varsity squad during the regular season, or
- b. By the Coaches and Activities Director's judgment in special cases.

Golf

- a. Perform at the varsity level for at least one half of regularly scheduled meets:
- b. By the Coaches and Activities Director's judgment in special cases.

Gymnastics

- a. Must place (1st, 2nd, 3rd or 4th) in at least one event. The total times placed by the individual should equal the number of scheduled meets during the regular season
- b. By the Coaches and Activities Director's judgment in special cases.

Hockey

- a. Must play in one-third of the total periods in the regular season, or
- b. By the Coaches and Activities Director's judgment in special cases.

Knowledge Bowl

- a. Attend all meets
- b. Attend 85% of practices
- c. By Advisor and Activities Director's judgment in special cases

Managers

- a. Must act as manager for two sport seasons, or
- b. By the Coaches and Activities Director's judgment in special cases.

Mock Trial

- a. Students need to be involved in two competitions in which they have played one of the following major roles: Attorney, Witness, Plaintiff, Timekeeper.

National Honor Society

- a. Students receive a collar upon graduation for maintaining active status in National Honor Society.

Soccer

- a. Participate in 40% of total halves played by the varsity squad during the regular season
- b. By the Coaches and Activities Director's judgment in special cases

Speech

- a. Participate in at least 2/3rds of the invitational tournaments
- b. Participate in the subsection tournament if qualified.
- c. Earn a minimum of 25 national Forensic League points
- d. Practice weekly with a Saint Peter High School coach
- e. Pay any invitational fines, if necessary
- f. Coaches reserve the right to award a letter in special circumstances.

Student Council

- a. Student council members must be making satisfactory progress toward successfully meeting the requirements to graduate with their class from Saint Peter High School
- b. Representatives must participate in at least eight activities or committees/projects during the school year
- c. Officers must participate in at least five activities or committees/projects during the school year
- d. Members at Large must participate in at least 8 activities or committees/projects during the school year
- e. No student council members may earn more than two units of detention for behavior/attendance (skipping) reason during the semester or more than four units of detention in any quarter for excessive tardiness
- f. No student council member may fail a semester course
- g. No student council member may have more than one unexcused absence from meetings during the school year

Swimming

- a. Score points equal to the number of meets in which the varsity team participates. Points can be earned during regular meets, and/or conference and sectional meets.
- b. By the Coaches and Activities Director's judgment in special cases.

Tennis

- a. Must play one-half of the dual meets during the regular season
- b. Play in conference meet, section or state meet
- c. By the Coaches and Activities Director's judgment in special cases.

Theater (Fall, Spring, One Act Play)

- a. Earn 4 Thespian points
- b. State entrant in One Act Play
- c. By play director or Activities Director's judgment in special cases

Track

- a. Must score points equal to the number of meets in which the varsity team participates during the regular season. These points can be scored during the regular season meets and/or conference and district meets, or

- b. By the Coaches and Activities Director's judgment in special cases

Trap Team

Team member must be in grades 7-12 at Saint Peter Middle/High School AND meet at least one of the following:

- a. Finish in the top six (6) on the team for any given week's competition.
- b. Finish in the top 20 on the team by average for the season. (Must shoot all competitive weeks)
- c. Be ranked in the top 25 of the conference during any given week's competition within their class/gender.
- d. Place in the top 100 in their class at the State Tournament.
- e. Finish in the Top 100 any given week in the state.
- f. Hit 25 targets consecutively in any competition.
- g. Average 19 or above for the season. (Must shoot all competitive weeks)
- h. Or by the coaches' and the Activities Director's judgment in special cases.

Visual Arts

- a. The visual arts competition is open to high school students in grade 9-12 Competition categories include: Sculpture, Drawing, Painting, Mixed Media, Printed Media.
- b. Participate in the MSHSL contest

Volleyball

- a. Must play in as many games as there are matches, must have played in three-fourths of the matches, exclusive of tournaments, or
- b. By the Coaches and Activities Director's judgment in special cases.

Wrestling

- a. Must accumulate 16 letter points. Letter points are awarded based on the result of each participant's varsity match. Ex. 9 points are earned for a fall.
- b. By the Coaches and Activities Director's judgment in special cases.

J. Special Recognition

The school may hold an assembly to recognize teams or individuals who have participated in state tournaments or meets. Interested community organizations, groups or individuals may participate in this assembly by making such a request to the principal.

K. Wednesday Night Practice/Rehearsal

It is the policy of Independent School District 508 not to hold any type of co-curricular activity or practice after 6:00 p.m. on Wednesdays during the school year. If there are any exceptions, the administration will contact the Ministerial Board.

L. Tournament Attendance Policy

If Saint Peter High School has a team participating in a State Tournament, the following shall apply:

- 1. Team members who are on the official group which represents Saint Peter High School (team members, statisticians, scorers, etc.) will be excused from the attendance policy on all days of the tournament.
- 2. Students who are not on the list of representatives to the tournament will be excused from the attendance policy, provided they bring back a ticket stub from the tournament which verifies their attendance and provided that we have a team participating in that specific tournament.

3. Students will not be excused from the attendance policy if Saint Peter High School does not have a team in competition in the tournament. However, the attendance may be excused by a parent for the absence, but it will still count toward the six-day attendance policy.
4. Students may be excused from the attendance policy for attendance at only one tournament per school year. If Saint Peter High School has a team in competition at more than one tournament during the school year (example: football in the fall, basketball in the winter, and tennis in the spring) only one state tournament attendance per school year will be excused from the six-day attendance policy.

M. Activity Tickets

Activity passes can be purchased in the Activities office. The pass will admit patrons to all activities with the exception of the fall play, section, and state tournaments.

N. Minnesota State High School League Rules

Saint Peter High School Eligibility Information for participants in Minnesota State High School League Activities

1. RIGHTS AND RESPONSIBILITIES FOR STUDENTS WHO PARTICIPATE IN MINNESOTA STATE HIGH SCHOOL LEAGUE-SPONSORED ACTIVITIES

- a. Students who participate in Minnesota State High School League activities must abide by the guidelines as published in the Minnesota State High School League eligibility information bulletin in the area of athletics, speech, and music. Students will not be permitted to begin participation until the eligibility bulletin is signed by the parents/guardians and the student.
- b. Students must attend an information session prior to the beginning of the season that addresses rules and the regulations of participation, including the consequences for the use or possession of mood altering chemicals. Although not mandatory, parents/guardians are expected to attend these meetings with their students.
- c. The parent/guardian, by signing the bulletin, agrees to work with the school in monitoring the behavior of their student as it relates to violations of Minnesota State High School League Rules and Regulations.

2. RULES FOR PARTICIPATION

Students who participate in Minnesota State High School League activities shall not, at any time, regardless of the quantity:

- a. use, consume, possess, buy, sell, or give away a beverage containing alcohol
- b. use, consume, possess, buy, sell, or give away tobacco
- c. use, consume, possess, buy, sell, or give away any other controlled substance (it is not a violation for a student to possess a controlled substance specifically prescribed for the student's own use by her/his doctor)
- d. use, consume, possess, buy, sell, or give away drug paraphernalia

3. CATEGORY I ACTIVITIES

- a. Category I activities at Saint Peter High School include athletic and speech activities.
- b. Violations

1. First Violation

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

2. Second Violation

Penalty: after confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or four (4) weeks, whichever

is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations

Penalty: after confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or six (6) weeks, whichever is greater, in which the student is a participant.

If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Only the director or a counselor of a chemical dependency treatment center may issue such certification.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

d. Penalties are Cumulative

Penalties shall be cumulative beginning with and throughout the student's participation on any 7-12 grade team or activity.

f. Captain Selection:

A student who serves a penalty will be ineligible for being a captain for one calendar year including violations committed over the summer months.

g. If a student denies violation of a bylaw, is allowed to participate and is subsequently found guilty of the violation, the student will be disqualified from all interscholastic activities for nine additional weeks beyond the student's original period of ineligibility.

4. **CATEGORY II ACTIVITIES**

a. Category II activities at Saint Peter High School include band, choir, and drama.

b. Violations

After confirmation of the violation, the student is ineligible to perform at the next regularly scheduled, class-related performance or event (excluding pep band). Penalties shall be cumulative beginning with and throughout the student's participation in a high school activity. *Serving a Category II suspension does not fulfill a Category I suspension. Serving a Category I suspension does not fulfill a Category II suspension.*

5. **GUIDELINES FOR COMPLIANCE WITH MINNESOTA STATE HIGH SCHOOL LEAGUE RULES AND REGULATIONS**

- a. Any and all reported violations of Minnesota State High School League rules and regulations must be reported to the athletic director or building principal. Coaches, directors, or advisors cannot declare a participant ineligible. Coaches, directors, or advisors are directed to inform people who report violations to them to take their allegations to the athletic director.
- b. Participation in co-curricular activities cannot be denied to an eligible student by a coach, director, or advisor.
- c. A coach, director, or advisor who directly witnesses a violation or who has a confession of a violation given to him/her is directed to report such an incident to the athletic director or building level principal.
- d. Coaches, directors, and advisors are expected to know the school policies regarding the evaluation and suspicion of chemical abuse problems.

- e. Coaches, directors, and advisors are expected to act according to their professional judgment at all times.

6. SAINT PETER HIGH SCHOOL CO-CURRICULAR CODE OF CONDUCT

Students from Saint Peter High School who participate in co-curricular activities sponsored by Saint Peter High School are expected to follow the standards of behavior listed below. Although the standards listed below do not carry a predetermined ineligibility penalty, the Board of Education, staff, and administration of District 508 believe that students who represent Saint Peter High School have an obligation to meet the standards listed below:

- a. Students are not to involve themselves in behavior that could lead to a criminal charge or court action. Students who are convicted of such a charge during a season of play will have their participation reviewed under the policy stated above
- b. Students are not to involve themselves in activities that result in vandalism to Saint Peter High School or any other school that Saint Peter competes against. Students who are involved in vandalism of Saint Peter High School or any other high school against which Saint Peter competes will have their participation reviewed under the policy stated above
- c. Students are not to involve themselves with any behavior or action that reflects negatively upon themselves, their team or group, or their school
- d. A student who is under penalty of exclusion, expulsion, or suspension or whose character or conduct violates the Code of Conduct is not in good standing and is ineligible for a period of time as determined by the principal.

Code of Conduct Review

In addition to the rules and regulations as stated in the Minnesota State High School League eligibility information bulletin, the following procedure for individual student participation shall apply:

- a. In the event a serious problem arises in the areas of academic achievement, behavior, attendance, or citizenship, a staff member may make a request to the principal that the student's participation in that co-curricular activity be reviewed.
- b. Upon receipt of this request from a staff member, the principal will call together the activities director, a school counselor, the staff member who made the request, and the director and/or coach of the co-curricular activity in which the student is involved. The student may be present, with a support person whom she/he chooses.
- c. Following a review of the case, this group will make a recommendation to the high school principal in regard to the continued participation of the student in the co-curricular activity in which she/he is involved.

7. TRANSFER STUDENTS

Students who transfer to Saint Peter High School from another school and who wish to participate in Minnesota State High School League-sponsored activities must meet specific eligibility requirements. Transfer students who have questions about this policy are encouraged to contact the high school activities director.

SECTION 7: Health and Medication

A. Emergency Care Policy

In the event of an emergency or serious illness, it is the policy of the School District to provide appropriate medical response and to contact the parent/guardian in a timely manner.

In a life-threatening emergency, the school will contact emergency response personnel immediately. The parent/guardian or designated emergency person will be contacted at the same time.

If the situation is not life threatening, but the student requires urgent care and the school cannot contact a parent/guardian or designee, school personnel will transport the student to the Saint Peter Hospital- River's Edge for care. The School District will not provide transportation outside of Saint Peter for care. When parents/guardians arrive at the hospital, they will be able to change health care providers if they so desire. It is the responsibility of the parent/guardian to pay any incurred medical expenses.

B. Injuries or Illnesses/Accident Reporting Procedure/Insurance

1. Injuries and Illnesses

- a. Students should notify the nearest teacher in case of injury, illness or emergency.
- b. Students who become ill should go to the health office. Students who become ill while at school should NOT go to the restroom and sit for the class period. Students who do this will be marked as absent unexcused.
- c. When they are due in a class, students should report to class and obtain a pass before going to the health office. This applies to all visits to the health office *except emergencies*.
- d. Students may not leave the school building for illness without first reporting to the health office and obtaining a student pass. The health office will call the parents/guardians to obtain their permission for the student to leave the building.

2. Accident Reporting Procedure

Students who suffer injuries from any particular accident should report to their teacher. If the teacher is not available, the student should report to the health office, at which time the proper action will be taken.

C. Medications

The School District acknowledges that some students may require prescribed and/or non-prescribed medication during the day. Medication will be administered by the school nurse or her/his designee, such as a trained health assistant, a principal, or a teacher.

1. Prescription and non-prescription medication requires a completed, signed authorization from the student's parent or guardian. The School District may rely on a verbal request from the parent or guardian to administer medication for up to two school days, until written authorization is received.
2. Prescription and non-prescription medication must come to school in the original prescription container. A medication permission form must be completed annually and/or when a change in the prescription occurs.
3. Prescribed medication that is to be taken in school requires a written order from the physician.
4. Medications are generally not to be carried by the student. If an exception is to be made, there must be a written agreement between the School District and the parent. Medications will be left with the appropriate School District representative, except as noted in a written agreement between the School

District and the parent. Students are allowed by Minnesota statute to carry inhalers for asthma and epi-pens for allergic reactions.

5. Parents or guardians must notify the school if any change in the student's medication or if the medication is no longer required. For medication dosage changes, the School District must receive written notification from the physician.
6. For drugs or medicine used by children with a disability, administration of medicine may be provided as specified in the individual education plan (IEP).

D. **Physical Examinations**

For the benefit of the individual student and the protection of other students and school personnel, it is the policy of the Saint Peter Public Schools to recommend periodic physical examinations of all students by a licensed physician. The selection of a licensed physician shall be made by the parents or guardians and the examination shall be at their expense.

1. A physical examination is recommended for all students prior to entry into kindergarten.
2. A physical examination is recommended for all students prior to entry into seventh grade.
3. Physical examinations are required prior to participating in interscholastic activities.
 - a. The first exam must occur prior to participating in the students first MSHSL activity. Physical exams are required to be updated and on file in the Activities Office every 3 years.
 - b. This is a requirement to be eligible to participate in MSHSL activities.

A student whose parents or guardians object to physical examinations on religious or constitutional grounds shall be exempted from such requirements if a statement signed by the student's parents or guardians requests the exemption and states the ground for the request. A student age 18 or over who objects to physical examinations on religious or constitutional grounds shall be exempted from such requirements by requesting the exemption and stating the grounds for the request in a written statement signed by the student. Exempting a student from the physical examination does not exempt the student from participating in the program of physical education. If such exemption is utilized, the student or parent (depending upon the student's age) shall furnish a written statement to the School District verifying that either the student has no disabilities and can fully participate or, setting forth the disabilities and limitations of the student. These exemptions do not apply to activities governed by the Minnesota State High School League (MSHSL).