

# GENERAL INFORMATION & SCHOOL POLICIES

## ACADEMIC INTEGRITY

At Mahtomedi High School, students are expected to adhere to the highest codes of academic conduct. Not only at MHS, but also in college and work environments, students are expected to respect and obey guidelines of honesty and integrity.

**Tests and Quizzes** must be completed in an honest fashion. The following activities are unacceptable in testing situations:

- Talking to other students while any are still taking the exam.
- Using materials, such as notes, calculators, cell phones, etc., when not permitted by the instructor.
- Copying answers from another person's test or quiz.
- Sharing answers with other students
- Sharing or selling copies of the test or answer key.

## Academic Honesty

Any of the following consequences may be imposed by the instructor or administration in cases of academic dishonesty. Academic dishonesty may also cause a student to lose eligibility for awards and honors, such as National Honor Society or Student Leadership Council.

- *Disciplinary Warning:* This may include a conference with the administrators or parents.
- *Loss of Credit on the Assignment:* A student may lose partial or full credit for the assignment. Depending on the situation, this may jeopardize the student's chances of passing the course.
- *Loss of Credit for the Course*
- *Suspension:* This punishment is reserved for especially severe cases of academic dishonesty.

## BUS GUIDELINES

Riding the bus is a privilege. All school rules of conduct apply to bus transportation and bus stops.

## CELL PHONES/ELECTRONIC DEVICES

1. Students are expected to use their cell phones responsibly. Failure to do so may result in confiscation of the cell phone/electronic device.
2. Mahtomedi Public Schools are not responsible for lost or stolen cell phone/electronic devices.

## COMMUNICABLE DISEASE

Consistent with the procedures outlined in District 832, Policy 420, revised August 13, 2015, school officials who suspect that a student has a communicable disease can request that a parent provide medical certification that a communicable disease is not present or does not present a significant threat to the health and safety of others.

## COUNSELING SERVICES

Counseling services are available to all students at Mahtomedi High School. The purpose of counseling services is to assist each student in his/her personal, social, career and post-high school planning needs. To contact the Counseling Office, please call 651-762-5843.

## DRESS CODE

Students are expected to be appropriately dressed and acceptably groomed at all times. A student's clothing should not offend others, cause embarrassment, present a health hazard or create a disruption in classes.

- Students must wear footwear at all times.

- Caps, hats, hoods, or other head covers are not to be worn in the building during school hours, except for religious reasons.
- Clothing which displays inappropriate language or graphics (directly or implied), such as: ethnic, racist or sexist putdowns, drug, alcohol or tobacco advertising, is unacceptable at school.
- Clothing that reveals a midriff, cleavage, and/or underwear is inappropriate, as are tube tops and backless clothes.

This list is not comprehensive and high school administration will address students who display clothing that is unacceptable for school.

## EIGHTEEN YEAR OLDS

School policies and regulations apply to all students regardless of age.

## EMERGENCY SCHOOL CLOSING

School closing information will be communicated through School Messenger. Closure information will also be sent to various media outlets. Please call (651) 762-5807, or visit the high school website, for news regarding high school activities postponements or cancellations.

## ELL/ESL (ENGLISH LANGUAGE LEARNER/ENGLISH AS A SECOND LANGUAGE) SERVICES

The high school offers services for students who have been identified as having limited English proficiency. Programming is designed to improve proficiency in the following English language skills: reading, writing, listening, and speaking.

## GRADING PRACTICES

Mahtomedi High School does not report individual rank in class. GPA calculation includes all courses. Our grading system is A=4, B=3, C=2, D=1, F=0, and a passing grade is a D-. AP and CIS courses taught at Mahtomedi High School will receive an extra 10% weight in GPA calculations (i.e. A=4.4, B=3.3). No other courses will receive weighted grades.

- 93 - 100% = A
- 90 - 92.99% = A-
- 87 - 89.99% = B+
- 83 - 86.99% = B
- 80 - 82.99% = B-
- 77 - 79.99% = C+
- 73 - 76.99% = C
- 70 - 72.99% = C-
- 67 - 69.99% = D+
- 63 - 66.99% = D
- 60 - 62.99% = D-
- Less than 60% = F

No extra credit, bonus points or rounding.

## Grading Scale Definitions

- A = Exceptional. Student has mastered content and can apply knowledge to higher level applications
- B = Proficient. Student has proficient understanding of content, but may not be able to apply knowledge to higher level applications
- C = Basic. Student has basic understanding of content, but is unable to apply knowledge to higher level applications
- D = Minimal. Student has minimal understanding of content, and is unable to connect knowledge to higher level applications
- F = Little or No Evidence. Student has not demonstrated understanding of content

Final grades will be calculated at the end of the term as 20% formative and 80% common summative. Department faculty will determine which assessments are formative versus summative work.

Student grades are calculated for the following situations, and are based on department practices. Department practices are posted on the high school website and distributed through the class syllabus.

- Retakes
- Student Participation
- Late Work
- Plagiarism/Cheating
- Group Work
- Using Zeros for assessments

### **Special Education, Advanced Placement & College in the Schools**

Special Education, Advanced Placement and College in the Schools will follow the grading practices unique to their curriculum and assessments approved by MDE, the College Board or the Concurrent Enrollment Institution.

### **GRADUATION REQUIREMENTS (Policy #613)**

Students must earn credits in grades 9-12 in the following areas in order to participate in commencement and earn a diploma:

- English/Language Arts: 4 credits
- Mathematics (with successful completion of Algebra II): 3 credits
- Science (with successful completion of Science and Engineering, Biology, and either Chemistry or Physics): 3 credits
- Social Studies (including World History 1.0, U.S. History 1.0, Human Geography 0.5, Principles of Democracy A 0.5, and Principles of Democracy B 0.5, or AP Economics 0.5): 3.5 credits
- Fine Arts (can only be in Art or Music): 1 credit
- Electives (must include Physical Education 0.5 and Health 0.5): 6.5 credits
- **Total Credits: 22 credits**

Students must earn 22 credits to walk at graduation.

**Transcripts:** Student transcripts may be ordered by visiting the Mahtomedi High School main web page, under Student and Parent Resources.

### **INCOMPLETES**

A grade of incomplete (I+) may be given to a student who has not finished course work. This grade is given solely at the discretion of the teacher. The grade of I+ becomes an F if the work is not made up within two weeks of the end of the semester. No grades of incomplete will be given for second semester.

### **LIABILITY**

Items of personal property are brought to school at the owner's risk. Mahtomedi Public School District #832 is not liable for any losses or damage. Loss or damage may be reported to Washington County Sheriff's Office.

### **LOCKERS**

School lockers are the exclusive property of District 832, and will be assigned to each student. Students are responsible for the care and content of the locker assigned and must clean out their locker before the end of each school year. School authorities may search the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Personal possessions of students within a school locker may be searched when school authorities have reasonable suspicion that the search will reveal a violation of law or school rules. Students will be notified following such inspections. See Policy #502-Search of Student Lockers, Desk, Personal Possessions, and Student's Person for specific guidelines.

### **MEALS**

Breakfast and lunch are available for students and staff. The food service phone number at the high school is 651-762-5875. Students are to remain in the designated eating area and are not allowed in the parking lot or

to leave campus for lunch. Free and reduced meal application forms are available on the district website. No child will be turned down for lunch due to insufficient funds. Every student is given a Personal Identification Number (PIN) to be used when making purchases in the commons. The student's photo is displayed when a PIN is entered on the keypad. Our school uses a pre-paid computerized lunch system. Prepayments may be: 1) sent with your child in an envelope marked with your child's full name, the amount of payment, and PIN number and deposited in the drop-box outside the Main Office by 10:00 a.m. (checks should be made payable to ISD 832); or 2) made via the internet or by phone 24/7 using VISA, MasterCard, Discover, Debit Card or Electronic Check. To register with PAMS, go to [www.PayPAMS.com](http://www.PayPAMS.com) or call 1-888-994-5100 and have your child's PIN number ready along with your billing information. You will be charged a nominal fee if you use this method of prepayment.

Families will be notified of outstanding negative balances. Negative balances of more than \$50 may be turned over to the superintendent's office for collection. In addition, the District may prohibit participation by the student, and siblings, other fee based programs such as, but not limited to, field trips, sports, and other activities until the balance is paid in full.

### **PARENTVUE ACCESS**

Parents are encouraged to monitor their child's attendance, schedule, homework and grades from any Internet-connected computer through ParentVUE online parent access. Parents needing ParentVUE information may call the Counseling Office at 651-762-5843. Information may also be found on the high school's website at: <http://www.highschool.mahtomedi.k12.mn.us/>.

### **PLEDGE OF ALLEGIANCE (Policy #531)**

Minnesota state law requires all public and charter school students to recite the Pledge of Allegiance to the United States of America one or more times a week. MHS conducts the Pledge of Allegiance over the school intercom system on Monday mornings. Anyone who does not wish to participate in reciting the pledge may elect not to do so. Students must respect another person's right to make this choice.

### **POST SECONDARY ENROLLMENT OPTIONS AND ONLINE COURSEWORK**

Students enrolled in courses not offered at the high school (i.e. PSEO, 916, external online courses) wishing to work on their studies at MHS must report to the media center to study during their assigned class periods. Students will have access to district technology to complete their studies through other programs.

### **POSTERS**

Posters may be displayed in the building according to the following guidelines:

1. The school activity advisor or principal approves each poster.
2. The poster is for a school activity.
3. The poster is hung on approved bulletin boards.
4. The poster must be removed immediately after the publicized event is over.

### **RECORDS**

According to the Minnesota State Law Relating to Pupil Records, the parent/legal guardian, or a pupil 18 years of age or older, may examine or obtain copies of the student's file. She/he may do this by making an appointment in the Counseling Office. Records will be reviewed in the presence of a counselor or an administrator. His/Her school may release directory information upon request. For further information refer to Board Policy #509.

### **SAFETY DRILLS**

According to Minnesota State Law, schools must conduct safety drills, including fire, lockdown, and tornado. It is important that students follow the appropriate guidelines and policies that have been established for each of these drills.

## SCHEDULE CHANGES

In order to request a schedule change, students must fill out the MHS Schedule Change Request Form found in the Counseling Department. Students will receive their 2018-2019 course schedule in mid-August. In order to plan accordingly and provide balanced class sizes, all requests for 2018-2019 schedule changes are due in the Counseling Office by **September 4**. A committee will review all requests, and notify students before September 7 if their schedule change request has been approved or denied.

Requests must meet the following criteria:

- The class is no longer needed due to summer school make-up.
- The student has a written doctor's excuse to release him/her from the course.
- The student needs to make up a required class.
- A computer error necessitates a schedule change.
- The student does not meet course requirements.

A student may withdraw from a class within the first four (4) days of a term. Dropping a class after the fourth day may result in an F for that class.

## SENIOR PICTURES

All 12th grade students must have a school photo taken for the yearbook (no cost/no obligation). Personal senior portraits may be taken at any portrait studio of your choice.

## SPECIAL SERVICES

Services for students with identified special learning needs are available at all grade levels. For students who qualify, an educational program is tailored to meet individual needs in least restrictive settings. Parents should contact the Counseling Office for additional information.

## STUDENT ACCIDENT INSURANCE

Please note that the school district does not provide any type of health or accident insurance for injuries incurred by students at school or in sports activities. Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate. If you do not feel your insurance is adequate because of a deductible or co-insurance, or if you do not have insurance, we encourage you to review the Student Insurance program. Insurance information is available at the district office.

## STUDENT RECOGNITION

### 1. Academic Lettering

- a. Grade 9 students - Students in the top 25% of their class will be recognized and presented with an academic letter in the Fall of their 10th grade year. Academic letters are earned by students based on their weighted and/or unweighted annual grade point average calculated at the end of their 9th grade year.
- b. Grade 10 students - Students in the top 25% of their class will be recognized and presented with an academic letter in the Fall of their 11th grade year. Academic letters are presented to students based on their weighted and/or unweighted annual grade point average at the end of their 10th grade year.
- c. Grade 11 students - Students in the top 25% of their class will be recognized and presented with an academic letter in the Fall of their 12th grade year. Academic letters are presented to students based on their weighted and/or unweighted annual grade point average at the end of their 11th grade year.
- d. Grade 12 students - Students in the top 25% of their class will be recognized on their diploma and at commencement. Academic letters are presented to students based on their annual grade point average at the end of semester one of their 12th grade year. Senior students with a cumulative grade point average of 3.00 and above at the end of semester one of their senior year will be eligible to wear a cord at commencement.

### 2. Academic Honor Roll: Each semester, students will be recognized

as an honor roll student based on their weighted and/or un-weighted grade point average at the end of each term.

- a. High Honors = 3.70 grade point average and above
- b. Honors = 3.00 to 3.69 grade point average

**3. Blue and Gold Breakfast:** The Blue and Gold Breakfast occurs three times each year. Staff members have the opportunity to invite one student to the breakfast who exemplifies what it means to be a Mahtomedi High School student.

**4. Celebration of Excellence:** Seniors in the top 10% of their class, based on cumulative grade point average at the end of first semester, will be invited to the annual Celebration of Excellence Dinner in April. Invited students identify Mahtomedi staff that has made a difference in their educational career. This event is coordinated through a team of community members dedicated to recognizing excellence among students and teachers.

**5. National Honor Society:** Students with a cumulative grade point average of 3.70 or higher at the end of semester one, as an 11th grade student, are invited to apply for membership in the National Honor Society. National Honor Society students are eligible to wear a National Honor Society recognized stole during the commencement ceremony upon fulfillment of the NHS expectations.

### 6. Senior Activities Awards

- a. The Athena Award is presented to one female senior student athlete. Head coaches of all school sponsored athletic teams nominate an individual for this award. The female athlete with the majority of votes is the recipient of the Athena Award.
- b. The AAA Award (Academic, Activity, and Athletic participation) is granted to one male and one female senior student. High school staff nominates senior students and those with the majority of votes are the recipients of the AAA Award.

**7. Senior Scholarship Night:** Graduating students earning a local monetary scholarship for post-secondary work are recognized during an evening program in May of their senior year. Students will be invited by the Counseling Office if they receive a scholarship.

**8. School Board Recognition -** Throughout the school year, students are invited to be recognized at a school board meeting. Recognitions often include, but are not limited to, individual state recognitions, external student competitions and recognitions, National Merit Scholarship finalists, ACT achievement, and SAT achievement.

## SUBSTITUTE TEACHERS

If the regular teacher is absent from the classroom, students will have a substitute teacher to guide learning for the day. The substitute teacher assumes responsibility as well as the authority of the regular teacher. It is expected that all students will treat substitute teachers with respect and provide assistance in making the day worthwhile and productive.

## TEXTBOOKS

Textbooks are district property and are loaned to students for their use. It is the responsibility of students to take care of all property. Students must return the book that was checked out to them at the beginning of the course. Fines will be assessed for any damages over and above wear of normal use. Lost or stolen textbooks will result in a replacement cost to the student.

## TOBACCO FREE CAMPUS

Mahtomedi Public Schools and school events are tobacco free. This includes but is not limited to cigarettes, cigars, chewing tobacco, materials containing nicotine, e-cigarettes, and look-alike products. All tobacco related products, including e-cigarettes, may be confiscated and destroyed.

## TRANSFER/WITHDRAWAL PROCEDURES

Students needing to transfer or withdraw from Mahtomedi High School, must visit the Counseling Office to obtain and submit the withdrawal form.

## TRESPASS ON SCHOOL PROPERTY

It is a misdemeanor for a person to enter or be found in a public or non-public elementary, middle or secondary building unless the person:

- Is enrolled as a student in the school or an employee of the school district.
- Is a parent or guardian of an enrolled student in the school and has reported their presence in the school building as required for visitors to the school into the front office.
- Has permission or an invitation from a school official to be in the building.
- Is attending a school event, class, or meeting to which the person, the public or the student's family is invited; or
- Has reported their presence in the school building in the front office as required for visitors to the school.

## VEHICLES

Students may park automobiles and motorcycles on school property only with the permission of ISD 832. The school district reserves the right to conduct routine patrols of school district locations and routine inspections of the exterior of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations 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. Personal possessions found within a vehicle on school grounds **are presumed to be knowingly possessed** by the person to whom a parking permit has been issued for that vehicle. See Policy #527-Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches for specific guidelines.

Students with a Minnesota Disability Parking Certificate have accessible parking spaces available at no cost.

Students may purchase a parking permit via MHSePay.com on the high school website beginning July 16, 2018. Permits will be distributed if all fines and fees are paid in full. The online purchase opportunity will close on August 19, 2018 to process the requests received. It will reopen on September 10, 2018.

Parking Permits will be assigned based on the following:

- Outstanding fines or fees are paid in full.
- 12th grade students only will be eligible for the Blue Lot.
- All students are eligible for the Yellow and/or Green lots.

Parking Fees for 2017-2018 School Year:

- \$275 + tax Blue Lot (grade 12 students only)
- \$225 + tax Yellow Lot (all students)
- \$50 + tax Green Lot (all students)
- \$10 + tax per semester Motorcycles, scooters & mopeds (north side of plaza)
- \$10 + tax Temporary parking punch card (5 punches) Green Lot

Replacement cost of a lost, stolen, or damaged permit is \$20.00 + tax. Students withdrawing from school may receive a prorated refund based on the date the permit is returned.

Students are not allowed to drive snowmobiles to school.

Parking Fines:

1. Students parking in violation of regulations:
  - a. First offense –Warning ticket and report to main office.
  - b. Subsequent violations - \$10.00 fine and vehicle may be towed and/or parking permit suspended.

Rules for use of parking lots and permits:

1. Proper display of parking permit:

- a. The permit must hang from the rearview mirror.
  - b. Altered permits may be revoked.
2. Parking in approved spaces:
    - a. Vehicles are required to park in assigned lot.
    - b. Student vehicles may not park in staff or visitor lots before 3:00 PM
  3. Student parking permits may be revoked, and a ticket may be issued for improper driving behavior on school grounds.
  4. Independent School District 832 and Mahtomedi High School will not be responsible for vandalism/theft of items or injuries incurred in school parking lots. Drivers should lock motor vehicles when leaving them parked in school lots and personal valuables should not be left in cars.
  5. If a parking permit is revoked, fees paid will not be refunded.
  6. Parking permits honor only the plates registered. New and/or additional plate information must be submitted prior to parking.

Invoices for Student Fines: Invoices will be mailed at the end of each semester.

## VOLUNTEERS

We value our volunteers, not only for the services they perform throughout the year, but also for the model they provide for our students. All volunteers are required to pass a criminal background check. To register online, go to the district homepage ([www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)) > About > Human Resources. From there you can click on the "Background Check for Volunteers" link. The cost is \$10.

## ATTENDANCE (Policy #503)

School attendance is one of the most significant factors related to school achievement. The school staff, parents, and students share the responsibility of promoting regular attendance. The Minnesota Compulsory Attendance Law requires students to attend all of their classes every day. Teachers take attendance each period. The school day is 8 AM to 2:30 PM.

When absences occur, parents will be contacted. The school is the arbiter of whether an absence is excused or unexcused based on the Minnesota Compulsory Attendance Law. Three unexcused absences may result in referral to Child Protection Services at Washington County for truancy proceedings. Students assume responsibility for completion of work, within guidelines.

All day absences, late arrival, and early dismissals must be submitted to the MHS website online parent/guardian attendance reporting at [hs.attendance@isd832.net](mailto:hs.attendance@isd832.net). The entire Student Attendance Policy #503 can be found on the district website, or is available at the school or district office.

## EXCUSED ABSENCES

### APPOINTMENTS

Appointments with doctors, dentists, lawyers, etc., should be arranged after school hours, or on days when school is not in session. For absences during the school day, parents must excuse students through online attendance at: [hs.attendance@isd832.net](mailto:hs.attendance@isd832.net).

### COLLEGE FAIR/VISIT

College/campus visits are an important part of selecting the post-secondary school which will best suit students' needs or interests. Whenever possible, visits should be arranged on days when high school classes are not in session.

### COURT APPEARANCE

Court appearances are considered excused absences.

### FAMILY EMERGENCY

Such absences include serious illness in the student's immediate family, death in the student's immediate family, close friend, or relative, or physical

emergency (fire, flood, storm, etc.).

## **FAMILY VACATION**

The school administration understands that there are exceptional circumstances which require families to take a vacation during the school year. However, if family vacations can be scheduled to correspond with school breaks, it would benefit both the student and the school. A parent must notify the main office by sending a signed note with their student or emailing [hs.attendance@isd832.net](mailto:hs.attendance@isd832.net).

## **FUNERALS**

A parent/guardian should email [hs.attendance@isd832.net](mailto:hs.attendance@isd832.net) or send a note with their student to report the absence.

## **ILLNESS**

To report an all-day absence due to illness, a parent/guardian should fill out the Absence Form located on the high school home page under Quick Links - Attendance. If it is not possible to notify the school on the day of the absence, the parent/guardian must email, or send a note on to the health office at [hshealthattend@isd832.net](mailto:hshealthattend@isd832.net) the following school day.

## **UNEXCUSED ABSENCES**

All absences not authorized by the school administration are unexcused. For example, oversleeping is an unexcused absence. Students who are unexcused for any time of the day will not be allowed to participate in that day's co-curricular activities. If the unexcused absence is not detected until the following day, the student will not participate in that day's activities.

If a student is more than 5 minutes late to class without an excused reason, it is considered an unexcused absence. When a student accrues three unexcused absences, a letter is sent home and the Washington County Truancy officer may be notified.

Detention will be assigned during Lunch & Learn within the school day:

- Students will be assigned 1 hour of detention after 3 unexcused tardies.
- Students will be assigned 1 hour of detention after 1 unexcused class period.
- Students will be assigned 3 hours of detention after 1 unexcused school day.

## **TRUANCY**

Truancy is any unexcused absence from school or class. Students accumulating 7, or more, absences at any point during the school year will be referred to the appropriate Washington County services for formal truancy intervention.

## **EXCESSIVE ABSENCES**

The average student in the state of Minnesota misses a total of seven (7) days, excused and/or unexcused, in a school year. Students, who miss more than seven days, whether they are excused or unexcused, are considered excessively absent. When absences become excessive for any reason, parents may be contacted. The school is the arbiter of whether the absence is excused or unexcused. Medical, legal, or other professional verification for future absences may be required to excuse the student from school.

## **EXTENDED ABSENCES**

If the student has suffered an extended, long-term illness and required work has not been completed, the class record will show an incomplete. A grade will be assigned after the work is completed according to the make-up policy guidelines. A student absent for an extended period (typically 15 days or more) due to illness is eligible for homebound instruction. Parents should contact the Counseling Office to make these arrangements.

## **LEAVING SCHOOL DURING THE DAY**

Students are expected to remain on school grounds during the school day. Students must check in with the Main Office if arriving after the start of

the school day. MHS does not have an open lunch hour. If a student must leave for an appointment, he/she will need permission from a parent or guardian. Additionally, the student will be required to provide a note from the appointment.

## **TARDY POLICY**

Mahtomedi High School Tardy Policy and Disciplinary Consequences:

- 3rd (+) tardy: Referral, and student may receive 1 hour of detention.

Students who were absent are expected to make up the missed work. Arrangements for makeup work are the responsibility of the student and must be made with the teacher immediately upon returning to school. A period of two days for each excused day missed is the general rule unless other arrangements have been made by the teacher.

## **HEALTH SERVICES**

The Health Office is staffed by a health paraprofessional who is a licensed registered nurse. The health paraprofessional is available on student contact days from 7:45 AM - 2:45 PM. To contact the Health Office please call 615-762-5852.

Health information and forms can be found on the high school website under Student Services, or in the High School Health Office.

- When the health paraprofessional is not on duty, students should report to the Main Office for assistance.
- Students, who are not feeling well, may rest in the Health Office for a short period of time.
- If a student is too ill to return to class, or if an emergency exists, the parent/guardian or designated contact will be contacted by the health office.

## **EMERGENCY FORMS**

Student emergency forms are kept on file in the Health Office. The information on this form is used to notify parents/guardians in the event of illness or injury. It is essential that this form be kept up-to-date with current homework, and cell phone numbers. Please note health conditions and medications on the emergency form in the provided spaces so that the Health Office can treat your child appropriately.

## **HEALTH CONCERNS**

If a student becomes ill or injured during the school day, the student must report to the health office. The health office will contact the parent/guardian for permission to send the student home. If the guardian is not able to be reached, the health office will call the emergency number indicated. An ill student will not be sent home from school unless someone has been contacted. Students are not permitted to call for permission to be dismissed from school on their cell phones and are not to leave school if they are ill without first checking in at the health office.

If your student has a chronic health condition such as a life threatening allergies (i.e., bee stings, food) or any other health condition or concerns that may require an emergency health plan or additional assistance, please notify the Health Office at 651-762-5852.

## **IMMUNIZATIONS**

The state of Minnesota School Immunization Law (MN Statutes, section 121A.15) states that students may not enroll or remain enrolled in school without having provided documentation of immunizations or notarized legal exemption. Failure to provide documentation within 30 days of enrollment will result in dismissal from school. Information and documents related to immunizations can be found on the district website at [www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us) under Student Services.

## IS MY STUDENT TOO SICK TO SEND TO SCHOOL?

When illness does occur, follow the criteria listed below for keeping your son or daughter at home:

- Fever of 100° or higher within the last 24 hours.
- Vomiting within the last 24 hours.
- Diarrhea within the last 24 hours.
- Pink Eye – red eyes with drainage/matter usually indicates pink eye. Your child should stay home until 24 hours after treatment begins.
- Strep Throat - stay home until he/she has been treated with medication for 24 hours

Please notify the health office at: <http://www.highschool.mahtomedi.k12.mn.us/> to report any absence. Email each day your child is ill and state current symptoms. If your child has a specific diagnosed illness (e.g., strep), please let us know as we keep track of current illnesses within the high school.

## MEDICATIONS AT SCHOOL

The Health Office does not supply medications of any kind. All medications must be kept in the Health Office. Some examples of medications that might help your student stay in school are: decongestants, cough drops, Tylenol, or Advil. You must send all forms of medication in their original container. A written statement (Medication Authorization Form) is required from the parent/guardian giving permission to administer the medication(s) in school. If medications will need to be given for longer than two weeks, a doctor's signature is required as well. Medications Authorization Forms are available in the Health Office or can be downloaded from the district website.

## SUDDEN ILLNESS & MEDICAL EMERGENCIES

If a student becomes ill or injured during the school day, the student must report to the health office. The health office will contact the parent/guardian for permission to send the student home. If the guardian is not able to be reached, the health office will call the emergency number indicated. An ill student will not be sent home from school unless someone has been contacted. Students are not permitted to call for permission to be dismissed from school on their cell phones and are not to leave school if they are ill without first checking in at the health office.

## STUDENT ACTIVITIES

Staff members believe strongly in encouraging students to participate in co-curricular and extra-curricular activities during their years at the High School. Research shows that participation in these activities enhances student learning, promotes positive relationships with peers and adults, and helps students develop important skills that can be applied throughout life. Should you have questions about high school activities, please call the activities office:

Mr. Aaron Forsythe      Activities Director .....651-762-5803  
Mr. Bill Mauricio      Activities Assistant .....651-762-5807

## MAHTOMEDI SCHOOL DISTRICT SCHOOL-SPONSORED ACTIVITIES

- An activity is automatically school sponsored if the activity has a School District paid advisor and the fiscal agent for the activity is the School District.
- Must comply with the District liability insurance policy and District policies (such as: anti-harassment, anti-bullying, religious and anti-hazing policies).
- The School District is responsible for assigning adequate supervision at school sponsored events and activities. The designated person(s) will have adequate training for supervisors and a current background check.
- Must be approved through the District-established application process or sanctioned by the Minnesota State High School League.
- District must provide supplementary aids, services, supports, and accommodations to students with disabilities who want to participate in a school sponsored event or activity if the student's IEP/504 determines that those aids/services/supports/accommodations are necessary to

ensure access to participation. The student's case manager or director of special education will be involved in attending to the student needs.

- School-sponsored activities will have access to publicizing the group's activities via the School District communication methods; such as e-news and electronic sign/TV monitors, wall posters, etc.

## STUDENT-INITIATED ACTIVITIES

- Meetings must be voluntary and student led.
- Has equal access under the EAA to a school building needs to comply with district facilities procedures to reserve space at no cost as per the district facility use policy.
- Are allowed to post administrator-approved materials in a designated area within the school building. All postings must comply with School District policies.
- The School District is responsible for assigning adequate supervision at school sponsored events and activities. The designated person(s) will have adequate training for supervisors and a current background check.
- Must not use school supplies and materials.

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cross Country (G/B)	Alpine Skiing (G/B)	Baseball (B)
Football (B)	Basketball (G/B)	Golf (G/B)
Soccer (G/B)	Gymnastics (G)	Lacrosse (G/B)
Swimming and Diving (G)	Hockey (G/B)	Softball (G)
Tennis (G)	Nordic Skiing (G/B)	Tennis (B)
Volleyball (G)	Wrestling (B)	Track (G/B)

## SCHOOL-SPONSORED ACTIVITIES

Danceline	Real World Design Challenge
Debate	Robotics
Eco Club	Rocket Team
French Club	SADD
Interact Club	Science Club
Math Club	Student Leadership Council
Modeling a Protein Story	Theater
National Art Honor Society	Yearbook
National Honor Society	Zephyr Strong Camps

## STUDENT-INITIATED ACTIVITIES

Adaptive Bowling	Math Help Center
Archery Club	MHS Zephyr Press
Coding Club	Model United Nations
Dungeons and Dragons	Students Advocating for Equity (SAFE)
Equestrian Club	Sailing Club
Fellowship of Christian Athletes	Sailing Team
Generations	Trap Shooting
Girls in Engineering	Ultimate Frisbee
Gay Straight Alliance	Writing Club
Improv Club	Thespians Society

## MSHSL ATHLETIC ELIGIBILITY STATEMENT

Any student who is a participant in a MSHSL-sponsored athletic or fine arts activity must have an eligibility form submitted to the activity office.

## BEHAVIOR VIOLATIONS

Violations in relation to captainship - In reference to MSHSL, any harassment, hazing, or chemical violation after a student is named captain of a team will result in the loss of the leadership position for the season or for the first season for which the student has been selected or is eligible to be selected as a leader. A student with two violations will not be eligible for any athletic leadership positions for the duration of the high school career.

Violations in relations to awards - With or after a second violation: The student is ineligible for one calendar year for elected or appointed school-sponsored athletic awards and honors (captain, MVP). Awards, honors, and scholarships not awarded, determined nor controlled by Mahtomedi Schools are exempt (All-Metro, All-State). If a student athlete receives an in-season violation, they will not be considered eligible to receive that season's All Conference, Honorable Mention, or All State awards.

If an athlete denies guilt and is later found guilty, an additional nine weeks penalty will be imposed along with the violation being served. Bylaw 304.B.1.

## STUDENT CODE OF RESPONSIBILITIES

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

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

A student whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the principal.

This is a summary of the general rules which students and parents should understand. Complete regulations are found in the MSHSL official Handbook. If there is a question about any rule interpretation, contact the high school activities director at 651-762-5803.

## ATHLETIC ELIGIBILITY MINNESOTA STATE HIGH SCHOOL LEAGUE POLICY MAHTOMEDI HIGH SCHOOL RULES

### Mood Altering Chemicals

Mahtomedi High School subscribes to the Minnesota State High School League policy and penalties on the use of mood altering chemicals. It reads as follows:

During the calendar year a student shall not use or consume, have in possession, buy, sell or give away any beverage containing alcohol, any tobacco product, marijuana or any controlled substance.

### Penalties:

- I. First violation - after confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events 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.
- b. Second violation - after confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

\*An additional fee may be required as determined by the lacrosse club

## Academic Eligibility

To be scholastically eligible, a student must be making satisfactory progress toward the school's requirements for graduation. At Mahtomedi High School, we interpret this to mean passing all classes. A student who receives an "F" is not earning credit and therefore not making satisfactory progress

towards graduation.

Step 1: A student receiving a final grade of "F" at the end of the semester is put on academic probation for the following semester.

Step 2: During that probationary semester that student must turn in a weekly progress report to the Activities Director. Failure to turn in this progress report may result in a temporary suspension from an activity.

Step 3: If a student receives a final grade of "F" at the end of the probationary semester, he/she will be ineligible to participate in any activity the following semester of his/her next season. This eligibility policy may carry over to the following school year.

Eligibility decisions for special education and at-risk students shall be handled by the Student Support Team, principal and activities director on a case-by case basis.

Middle school students participating in high school programs are required to maintain the same level of performance as high school students in order to be eligible.

In addition, a student must earn the following number of credits by the time indicated in order to participate in extracurricular activities.

Conclusion	Semester 1	Semester 2
Grade 9	2	4.5
Grade 10	7.5	10
Grade 11	13	16
Grade 12	19	22

## STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES/SCHOOL ATTENDANCE

In order to participate in co-curricular activities (practice, game, performance, etc.) a student must be in school, at a minimum, for the second half of the school day (11:00 to 2:30). If a student has an unexcused absence, including lunch or advisory that student may not participate in that day's event. If a student goes home ill during the course of the school day or stays home ill longer than half of the school day, she/he is not eligible to participate in that day's activities.

Hockey	\$345	Softball	\$245
Football	\$305	Baseball	\$245
Soccer	\$245	Track	\$245
Basketball	\$245	Golf	\$245
Gymnastics	\$245	Nordic Skiing	\$245
Swimming	\$245	Alpine Skiing	\$245
Volleyball	\$245	Dance line	\$245
Drama	\$50-125	Tennis	\$245
Cross Country	\$245	Inst. Rental (wind)	\$45
Wrestling	\$245	Inst. Rental (percussion)	\$22.50
Lacrosse	\$245		

There is no family maximum per year. Families eligible for reduced lunches may pay half the stated fee. Families on free lunches will have the participation fees waived. Other families needing financial assistance should contact the Activities Office. Failure to make a team, due to tryouts, will result in a full refund. It is the responsibility of the athlete to complete a check request form and return it to the activities office for a refund. All other refunds may be discussed with the activities director.

## PHILOSOPHY OF SPORTSMANSHIP

A discussion of sportsmanship, ideas that should be stressed include:

- Spectators, players and coaches have an obligation to accept the officials' decision in an appropriate manner.
- Visiting teams and fans are guests of the home team.
- The most important objective of all games is to learn to play and cheer appropriately while being fair to opposing players and treating officials with dignity.

- Spectators should support and not be negative toward opposing players or fans.

#### **FANS' RESPONSIBILITIES**

- Attention to the National Anthem
- Show respect to the officials
- Stand for your school song
- Show respect for the other team
- Cheer appropriately
- Applaud for any outstanding play
- Show respect for other fans
- Keep a positive attitude
- Stay in the stands
- No profanity

Failure to follow any of these guidelines may result in losing the privileges of attending a Mahtomedi High School event for a period of time as determined by the school administration.

#### **STUDENT DANCES**

Dances are open to current Mahtomedi High School students (grades 9-12). Preliminary Breath Tests (PBTs) may be administered to all students attending school dances. Students refusing to take a PBT will be treated the same as having a positive test. Once a student has left the dance, he/she will not be allowed to return to the dance.

## **SUMMARIES OF DISTRICT POLICIES**

All district policies can be found on the Mahtomedi Public Schools district website ([www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)) or are available at the school or district office.

#### **EQUAL EDUCATIONAL OPPORTUNITY (Policy #102)**

It is the policy of Mahtomedi Public Schools to provide equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, sexual orientation, age, gender identity or expression, or socio-economic status. Students with disabilities are entitled to a free appropriate public education that includes general education, special education and/or related aids and services.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

- Section 504 Coordinator - Lynne Viker, Mahtomedi Public Schools, 1520 Mahtomedi Ave., Mahtomedi, MN 55115. 651-407-2000. [lviker@isd832.net](mailto:lviker@isd832.net)
- Title IX Coordinator - Aaron Forsythe, Mahtomedi Public Schools, 8000 75th Street North, Mahtomedi, MN 55115. 651-762-5800. [aaron.forsythe@isd832.net](mailto:aaron.forsythe@isd832.net)

#### **MAHTOMEDI SCHOOL DISTRICT POLICY PROHIBITING BULLYING (#514)**

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

prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

#### **MAHTOMEDI SCHOOL DISTRICT POLICY PROHIBITING HARASSMENT AND VIOLENCE (# 413)**

The purpose of this policy is to maintain learning, in an environment that is free from harassment or violence. The school district prohibits any form of harassment or violence based on, but not limited to, the following factors: race, color, creed, religion, national origin, sex, gender identity or expression, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Harassment, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Harassment is aggressive behavior with the intent to harm, is repetitive in nature, and involves an imbalance of power and strength. The school district cannot monitor the activities of students at all times and eliminate all incidents of harassment between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students, and employees, and is within the control of the school district in its normal operations, it is the school district's intent to prevent harassment and to take action to investigate, respond, remediate, and discipline those acts of harassment which have not been successfully prevented.

#### **MAHTOMEDI SCHOOL DISTRICT HAZING PROHIBITION POLICY (#526)**

Hazing means committing or coercing a student to commit an act that creates a substantial risk of harm, either to the student or to another person. The term hazing includes, but is not limited to any kind of physical brutality; activities such as sleep deprivation, exposure to weather, and confinement; consumption of alcohol, drug, tobacco, or any other food, liquid, or substance; activity that intimidates or threatens the student with ostracism, extreme mental stress, embarrassment, shame, or humiliation; and activities that cause or require students to perform a task that involves violation of law or school district policies.

Any person who believes she/he has been the victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery and disclosure obligations.

#### **MAHTOMEDI SCHOOL DISTRICT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY (Policy #524)**

As a student at Mahtomedi Public Schools, you have access to the district's computer system and the Internet. This is an incredible resource tool for you. To ensure quality use of the computer systems, hardware and software, and the Internet, we have established an Acceptable Use and Safety Policy, summarized below.

1. Students will respect copyright laws and not use another person's intellectual property (e.g. images, music, research, video, etc.) without her or his prior approval or proper citation.
2. Students are not allowed to access, review, upload, download, store, print, post, receive, transmit or distribute any material that is obscene, vulgar, sexually explicit, or in any way violates the district's Harassment or Acceptable Use policies.



3. The following is also prohibited: unauthorized access to another person's accounts, materials, information, or files; tampering with school district systems; bypassing or disabling district security and safety systems; or deliberately attempting to degrade or disrupt district systems.
4. Consequences for misuse/abuse of the district's technology may include: contact with a parent/guardian, loss of credit for the Internet/computer assignment, loss of privilege to use district computer systems or the Internet, payments for damages and repairs, or referral to the school administrator for discipline

## **MAHTOMEDI SCHOOL DISTRICT DISCIPLINE POLICY (Policy #506)**

We believe that a fair and equitable district-wide school discipline policy contributes to the quality of school climate and supports high achievement for all students. Through consistent discipline and high expectations, each student becomes self-sufficient, self-confident, self-controlled, and develops the life skills necessary for successful participation in a democratic society.

This policy has been developed in accord with M.S. Sections 121A.40 through 121A.56, of the Minnesota Pupil Fair Dismissal Act. It provides the broad framework within which specific building procedures can be developed. Procedures outlining the implementation of the policy at each building will be specified in the building's Code of Conduct, reviewed annually by the School Advisory Council, written in the building's handbook and reviewed with all students at the start of the school year. The contents of this policy are in force in school classrooms, buildings, grounds, and vehicles used to transport students to and from school or school sponsored events and at school-sponsored events at home or away.

It is the responsibility of the School Board, administrators, and teachers to safeguard the health and safety of each student. Classroom and building rules must be established which support these needs and establish a school and classroom atmosphere where all students can learn.

Students must know these expectations will be consistently enforced and the consequences for misbehavior applied. The goal of this discipline plan is to help students' exhibit acceptable standards of conduct.

Pursuant to M.S. 121A.58, an employee or agent of a public school district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct. However, a teacher, school employee, school bus driver, or other agent of the school district may use reasonable force when it is necessary, under the circumstances, to restrain a student or prevent bodily harm or death to another in compliance with M.S. 121A.582 or other state laws.

## **CODE OF CONDUCT (Policy #506)**

Mahtomedi Public Schools are committed to providing an atmosphere in which teachers can teach and students can learn. Safety is a critical component of this environment. Our goal is to create a secure environment. To reinforce this goal, we have developed policies, regulations, and procedures that are supported by curriculum and special programs for educating students. The entire Student Discipline Policy #506 can be found on the district website or is available at the school or district office. To this end we reaffirm the following positions:

### **1. Discipline Policy**

The school district's discipline policy is available in all school buildings and is published in grades 6-12 student handbook. Students and parents have a responsibility for knowing the contents of the policy and abiding by it.

### **2. Discipline Enforcement**

School discipline policies will be enforced fairly to ensure that all students can be safe in school and are encouraged to make responsible decisions regarding their behavior. Students who do violate policies and regulations will be subject to disciplinary action.

### **3. Parental Reinforcement**

We believe that the majority of students are serious about their studies, make good choices, and follow school rules. While students are responsible for their own behavior in school, we believe that parents share the responsibility as they influence, monitor, and guide their children.

### **4. Law Enforcement**

The school district is committed to providing an environment that is free of illegal or criminal behavior. Students who commit offenses that are a violation of the law, such as assault or harassment, may be referred to law enforcement agencies for criminal prosecution.

### **5. Chemical-Free Environment**

The school district is committed to providing a chemical-free environment on school property and at all school-sponsored events. The school district will take all necessary steps to determine if illegal drugs are present or in the possession of students.

### **6. Building Security**

The school district will enforce a uniform policy of building security. Building administration has primary responsibility for implementing practices and procedures within the building during the school day to assure safety of students. At a minimum, this will include restricted entry points, notices for visitors to report to the main office, and name tags for identification of non-staff members when they are in the building.

## **UNACCEPTABLE STUDENT BEHAVIOR**

Corrective measures used will depend upon the nature of the misconduct, the frequency, and the degree to which the student is willing to try to correct the undesirable behavior. Behaviors identified are those deemed to meet the following criteria as per M.S. 127.41, Subd. 2.

- a) willful conduct which materially and substantially disrupts the rights of others to an education;
- b) willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school;
- c) willful violation of any rule of conduct specified in the discipline policy adopted by the School Board;
- d) inability to control behavior which materially and substantially disrupts the rights of others to an education;
- e) inability to control behavior which endangers school district employees, the pupil or other pupils, or property of the school

Student discipline may include, but is not limited to: loss of privileges; detention; removal from class; in-school suspension; out-of-school suspension; expulsion.

Restorative justice is a process to involve, to the extent possible, those who have a stake in a specific offense and to collectively identify and address harms, needs and obligations, in order to heal and put things as right as possible. Through restorative justice, we address victims' harms and needs, hold offenders accountable to put right those harms, and involve victims, offenders, and communities in this process.

## **SUSPENSION PROCEDURES**

1. Suspension means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. The school administration may not impose consecutive suspensions against the same cause of conduct or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property, or where the school district is initiating an expulsion in which the school administration may extend the suspension for a total of fifteen (15) days. The definition of suspension herein does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
2. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative

educational services upon readmission and may not be used to extend the current suspension.

3. The school administration shall implement alternative educational services when the suspension exceeds five (5) days.
4. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
5. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, M. S. Sections 121A.40 through 121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.
6. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
7. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
8. Notwithstanding the foregoing provisions, the student may be suspended pending the School Board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

## EXPULSION AND EXCLUSION PROCEDURES

Under M. S. 121A.41, Subdivision 5 expulsion means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board. Under M. S. 121A.41, Subdivision 4 exclusion means an action taken by the School Board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, M. S. Sections 121A.40 through 121A.56.

## STUDENT DISCIPLINE RECORDS

It is the policy of the school district that complete accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

## STUDENT SEARCHES (Policy #502)

The school district reserves the right to conduct reasonable searches; including, but not limited to lockers, desks, a student's person or possessions, and vehicles on school grounds. Personal possessions found within a vehicle on school grounds are presumed to be knowingly possessed by the person to whom a parking permit has been issued for that vehicle. School lockers are the exclusive property of the school district. School authorities may search the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Personal possessions of students within a school locker may be searched when school authorities have reasonable suspicion that the search will reveal a violation of law or school rules. See Policy #502-Student Searches and Criminal Investigations

for specific guidelines.

## CODE OF CONDUCT: VIOLATIONS AND CONSEQUENCES

Unacceptable student behaviors which may result in discipline under this policy include, but are not limited to:

Attendance	Gambling
Harassment/Bullying (including cyber-bullying)	Assault/Battery
Blackmail, Coercion or Extortion	Insubordination
Interference with School Authorities	Bus Incidents
Cheating	Dress Code
Disruptive/Disorderly Conduct	Theft
Tobacco, including E-cigarettes	Drug Paraphernalia
Fighting	Chemicals
Arson	Vandalism
Hazing	Weapon
Bomb Threat	Nuisance Articles
Nuisance Articles	

Firearm Possession - Consistent with state and federal law, any student bringing a firearm to school shall be expelled for a period of at least one year. The district may unilaterally relocate a disabled student into a 45-day alternative setting and, pending evaluation results, move for a change in placement. See Policy #501-School Weapons Policy for specific guidelines.

## Possible Consequences/Results:

- Administrative conference
- Parent contact
- Detention
- Restorative justice
- In-school suspension
- Loss of credit for assignment
- Expulsion
- Out-of-school suspension
- Police referral/fire marshal
- Referral to outside agency

## COMMUNICATION AND DISTRIBUTION OF THE DISCIPLINE POLICY

1. Publication: This policy shall be published and distributed annually using one or more of the following measures: publication in a student handbook; publication in a principal's newsletter to parents with the request that the parent discuss the policy with the student; publication in pamphlet form to be distributed; and/or publication in a district-wide mailing to parents.
2. Building-Level Supplement: The building principal may supplement this policy with rules and regulations for a particular building. However, no such rule or regulation shall be inconsistent with School Board policy.
3. Dissemination to Students: The policy and supplemental building rules and regulations shall be reviewed with students at the beginning of each school year.

## MAHTOMEDI SCHOOL DISTRICT EQUAL ACCESS POLICY

- A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. This policy applies to student events, groups and activities initiated, organized, created and/or operated by Mahtomedi Public School students.
- C. The school board has created a limited open forum for students enrolled in secondary schools during which non-school-sponsored student groups

shall have equal access and a fair opportunity to conduct meetings during non-instructional time.

- D. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- E. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- F. In adopting and implementing this equal access policy, the school district will NOT:
  - a. Influence the form or content of any prayer or other religious activity;
  - b. Require any person to participate in prayer or other religious activity;
  - c. Expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
  - d. Compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
  - e. Sanction meetings that are otherwise unlawful;
  - f. Limit the rights of groups of students based on the size of the group;
  - g. Abridge the constitutional rights of any person.

#### **MAHTOMEDI SCHOOL DISTRICT WEAPON PROHIBITION POLICY (Policy #501)**

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

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

of the weapon's location.

#### **MAHTOMEDI SCHOOL DISTRICT PROTECTION AND PRIVACY OF PUPIL RECORDS POLICY (Policy #515) - School Official**

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, a School Resource Officer, or an auditor for the period of his or her performance as an employee or contractor.

#### **NOTIFICATION TO HIGH SCHOOL STUDENTS WHO DO NOT MEET OR EXCEED ON MCA STANDARDS**

Students who do not meet or exceed the Minnesota Academic Standards, as measured by the MCA administered in high school, are to be informed that admission to a public school is free and available to any resident under 21 years of age until at least one of the following occurs: 1) the first September 1 after the student's 21st birthday; 2) the student's completion of academic and course credits for graduation requirements; 3) the student's withdrawal with no subsequent enrollment within 21 calendar days; or 4) the end of the school year. Districts determine how this notification will be provided. Minnesota Statutes, section 120B.30 requires a school or district to record student progress toward career and college readiness on the high school transcripts of students.

- The statute states a student is college and career ready if the student is able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for intervention.
- Schools, districts, and charter schools are best positioned to make individual determinations about a student's progress toward career and college readiness. The statute does not prescribe a specific tool or method for measuring progress toward career and college readiness.

Mahtomedi Public Schools are committed to being an inclusive community that honors each unique individual, embraces diverse backgrounds, and values all students, families, and staff members. We will offer an equitable and respectful learning community in which all students can learn, thrive, and succeed in a multicultural society.



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

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

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

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

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

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

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

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

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

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

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

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

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

\_\_\_\_\_ MCA/MTAS Mathematics

\_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

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

**I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

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

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

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

## Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



MAHTOMEDI HIGH SCHOOL