



# Lac qui Parle Valley High School STUDENT HANDBOOK 2020-2021

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## PRINCIPAL'S WELCOME

Dear Parents/Guardians/Students:

The faculty and staff of Lac qui Parle Valley High School welcome you, and look forward to working with you and your child this year. We have every reason to expect this 2020-2021 school year to be an outstanding one.

The purpose of this handbook is to increase communication between school and home, to increase student organizational skills, and to make available information pertaining to Lac qui Parle Valley High School's rules, policies, programs, and procedures.

We urge all parents/guardians to carefully review and discuss this handbook with your child to ensure everyone is familiar and understands the policies and guidelines set forth by Lac qui Parle Valley.

Finally, we look forward to and encourage parental involvement. In developing a productive educational partnership where the child is truly the primary beneficiary, your support is essential.

Have a great year!

Scott Sawatzky, Principal  
Lac qui Parle Valley High School

### **COVID-19**

Changes to our traditional learning environment are outlined in the Return to Learn Plan for grades 5-12. This plan can be found on the LqPV website at [www.lqpv.org](http://www.lqpv.org). Guidelines in the plan will be followed to the best of our ability. This plan will continue to be updated as the Minnesota Department of Health, Minnesota Department of Education, and Countryside Public Health continue to provide us with best practice guidance to aid in providing the safest environment possible for our students and staff. The handbooks for grades 5-12 and the Return to Learn Plan will be followed in unison and are intended to support each other.

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# LAC QUI PARLE VALLEY HIGH SCHOOL DISTRICT-WIDE SCHOOL DISCIPLINE POLICY

## I. STATEMENT OF POLICY

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

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy. "A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes SS 121A.582 and other laws."

The following school board policies apply to Lac qui Parle Valley High School, all extra-curricular events, and all elementary sites.

## II. RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior, which is disruptive to good order or violates the right of others. The following acts are unacceptable behavior subject to disciplinary action in the school district:

### Electronic Devices

Cell phones, I-pods, mp3 players, chromebooks (for non-educational use), or other electronic devices will not be allowed during class time, study-hall, media center, detention, ISS, or computer labs. They cannot be seen, heard, or observed being used, for example, text messaging. These devices will be allowed in the hallways, in between classes, and during lunch time. **Picture phones are not allowed in the locker rooms and bathrooms.**

#### **Consequences will be as follows:**

- 1<sup>st</sup> Offense: High School Office will collect the device and give back at the end of the next day, 24 hours later.
- 2<sup>nd</sup> Offense: High School Office will keep until parent picks it up at the end of the day.
- 3<sup>rd</sup> Offense: High School Office will keep for 3 days, and then parents will pick it up.
- 4<sup>th</sup> Offense and beyond: High School Office will keep for 1 week, and parents will need to pick it up at the end of the week.

It is important for students and parents to realize that these electronic devices/cell phones are disruptive in the classroom, and could be used for cheating, distracting to others, and deemed unnecessary in the classrooms.

**(Refusal to give up devices, 3 days ISS-in school suspension.)**

### Student to Student

- Threatening/Intimidating: 1-3 hours detention; 1-4 days in school suspension (ISS); 1-10 days out of school suspension (OSS)
- Physical Assault/Fighting: 1-3 days in school suspension (ISS); 1-10 days out of school suspension (OSS); referral to sheriff; re-entry conference
- Disrespect: 1-2 hours of detention
- Horseplay: 1-hour detention
- Theft: 1-3 days in school suspension (ISS); referral to sheriff; restitution

### Student to Staff

- Insubordination: 1-2 hours detention
- Threatening/Intimidation: 1-3 days in school suspension (ISS); 5-10 days out of school suspension (OSS); referral to sheriff; re-entry conference
- Physical Attack: 10 days out of school suspension (OSS) to expulsion; referral to sheriff; re-entry conference
- Disrespect: 1-2 hours detention
- Theft: 1-3 days in school suspension (ISS); referral to sheriff; restitution
- Swearing Towards Staff: 1-3 days in school suspension (ISS); 1-5 days out of school suspension (OSS); conference with staff
- Forgery: 1-2 days in school suspension (ISS); call parents

### School Property

- Vandalism: 1-2 hours detention; 1-5 days in school suspension (ISS); referral to sheriff, restitution
- Theft: 1-2 hours detention; 1-5 days in school suspension (ISS); referral to sheriff; restitution

### Protection to Public Safety

- Inappropriate Use Of A Potentially Dangerous Object: 1-3 days in school suspension (ISS); 1-5 days out of school suspension (OSS); referral to sheriff
- Careless Act Leading To Injury: 1-3 days in school suspension (ISS); 1-5 days out of school suspension (OSS); referral to sheriff

**Possession** and/or Detonation of fireworks or other explosive devices: 3 days in school suspension (ISS); 1-10 days out of school suspension (OSS); referral to sheriff

- Weapons: 10 days out of school suspension (OSS) and expulsion hearing

### Disciplinary Action

1. Disciplinary action may include but is not limited to:

- Meeting with the teacher, counselor or principal; Detention;
- Loss of school privileges;

- In school suspension (ISS);
- Out of school suspension (OSS);
- On Campus Assignment
- Parental conference with school staff;
- Modified school programs;
- Removal from class;
- Suspension;
- Exclusion;
- Expulsion; and Restitution

2. Removal from Class:

**A.** Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Teachers who send a student to the principal's office must notify the office and direct the student specifically where to go and file a written report by the end of the day, on a form provided by the school district. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher.

**B.** Suspension is the short-term exclusion of a student from school during which the school is relieved of custody of the child. During the suspension period the student is not allowed on school property without permission from the school principals. This includes attendance at evening activities held on the days of suspension. Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act as amended.

3. Copies of this policy together with the Pupil Fair Dismissal Act shall be distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with The Pupil Fair Dismissal Act.

4. Parents 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. 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.

**BASED ON THE SEVERITY OF A STUDENTS CONDUCT, MORE SERIOUS CONSEQUENCES THAN OUTLINED IN THE HANDBOOK MAY BE IMPOSED AT ANY TIME. ANY VIOLATION OF RULES AND POLICIES MAY BE GROUNDS FOR IMMEDIATE EXCLUSION OR EXPULSION. IT IS IMPOSSIBLE TO ADDRESS EVERY SITUATION IN THE HANDBOOK, AND WE WILL DEAL WITH OTHER SITUATIONS WHEN THEY ARISE.**

### HANDICAPPED PUPILS

1. Pupil Fair Dismissal Act. The Pupil Fair Dismissal Act as amended shall apply to all pupils with the exception of those students under MN Rule 3525.2925 and requiring a behavioral intervention plan.

2. I.E.P. Team. Within five school days of a suspension a team meeting shall occur. The team shall:

- A.** Determine whether the misconduct is related to the handicapping condition;
- B.** Review any assessments and determine the need for further assessment; and
- C.** Review the IEP and amend the goals and objectives or develop an alternative IEP program.

3. Exclusion and expulsion. An I.E.P. Team meeting shall be held prior to exclusion or expulsion of a pupil. A pupil may be placed through a team meeting and the I.E.P., in a more restrictive alternative but shall not be excluded or expelled when the misconduct is related to the pupil's handicapping condition. When it is determined in a team meeting or a Pupil Fair Dismissal Act proceeding that a pupil's misconduct is related to the pupil's handicapping condition, then the assessment, I.E.P., and least restrictive alternative shall be reviewed according to the provisions of 5 MACAR SS 1.0120-1.0129.

### ALCOHOL/DRUGS/PARAPHERNALIA

Possession:

5-10 days out of school suspension (OSS); expulsion/exclusion; referral to sheriff and chemical counselor

Selling:

5-10 days out of school suspension (OSS) to expulsion; referral to sheriff and chemical counselor

Observed Use:

5-10 days out of school suspension (OSS); expulsion/exclusion; referral to sheriff and chemical counselor

### TOBACCO, NICOTINE, E-CIGARETTES

Use or Possession:

1-3 days in school suspension (ISS); referral to sheriff and chemical counselor

### MOOD ALTERING CHEMICALS/CHEMICAL PREASSESSMENT POLICY AND PROGRAM

1. **Chemical Dependency Preassessment Team** - The pre-assessment team will deal with referral made to it from teachers, parents, law enforcement, students or others who are concerned that a student may have a chemical abuse problem. The team is composed of the principal, counselor, the school nurse, the school social worker and the school psychologist. The purpose of the team will be to determine what action is appropriate in regard to the referred student. The team cannot and will not make medical or health determinations regarding chemical dependency, but may make referrals.

2. **Referrals** - Referrals may be made by staff members, students, parents, law enforcement officials and others. Anyone making a referral may do so by filling out the REFERRAL form and or contacting the School Counselor, the High School Principal, the School Social Worker, or any member of the preassessment team. The preassessment team must act on each referral that is made. By law, teachers must refer any students they witness abusing chemicals, or any students they suspect are abusing chemicals.

3. **Treatment** - Students who are referred the (first time) to the preassessment team, and who are determined to have been using or in possession of chemicals, will be required to participate in an awareness program set up by the school, or by the county officials where the

student resides. The program set up by the school will be a one-to-one program that is led by the school social worker. Lac qui Parle Valley High School will not supersede any intervention programs required by local county officials or court systems.

Students who are referred a (third time) may be required to undergo a chemical evaluation at a qualified center in order to determine the extent of abuse or dependency. Those found in need of treatment will be required to get such treatment before they can be readmitted as a student at Lac qui Parle Valley High School. The Minnesota State High School League rules on alcohol, tobacco, drugs, and marijuana will apply to all extra-curricular activities and to co-curricular activities as applicable.

**CATEGORY I ACTIVITIES:** Category I activities are those League sponsored activities in which a member school has a schedule of interscholastic contests exclusive of League sponsored tournaments; to include athletics, cheerleading, and fine arts activities such as debate, speech, and one-act plays when a school schedules a season of interscholastic contests. Dance team is also included in this category.

**PENALTIES FOR CATEGORY I ACTIVITIES:**

- **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.
- **SECOND VIOLATION:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events or three (3) 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.
- **THIRD VIOLATION:** After confirmation of the third violation or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events in which the student is a participant. If after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program, the student may be certified for reinstatement in activities after a minimum period of six (6) weeks. Such certification must be issued by a chemical dependency treatment center.

**PLEASE NOTE:** A student shall be disqualified from all Category I and II activities or nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

**NOTE:** Category I and II penalties shall be accumulative beginning with grade 7 and continue through grade 12

**NOTE:** Category I and II penalties shall be served separately according to MSHSL rules.

**CATEGORY II ACTIVITIES:** Category II activities are those High School League or school-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of league-sponsored tournaments; to include 3 Act Plays, Musicals, Band, Choir, other musical activities, Math League, Knowledge Bowl, Robotics, Trap Shooting, Homecoming and other royalty events, and other activities where students perform publicly.

**PENALTIES FOR CATEGORY II ACTIVITIES:**

- **FIRST VIOLATION:** After confirmation of the first violation, the student shall lose eligibility for two (2) weeks or two (2) activities; whichever is the greater, relating to public performances. No exception is made for a student who becomes a participant in a treatment program.
- **SECOND VIOLATION:** After confirmation of a second violation, the student shall lose eligibility for the next six (6) performances in which a student would appear before the public.
- **THIRD VIOLATION:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive performances in which the student is a participant. If after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

**CHEMICAL ELIGIBILITY REGULATIONS:**

During the **calendar** year, regardless of quantity, a student shall not:

- A) Use or have **in possession** a beverage containing alcohol,
- B) Use or have **in possession** tobacco, nicotine, or e-cigarettes or,
- C) Use or consume, have in possession, buy, sell or give away any other controlled substance.

Any activity involving the consumption of any alcoholic beverage, drug, tobacco product (including e-cigarettes/vaping), or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the term of this definition.

**WEAPONS POLICY**

No student shall possess a weapon when in the school building, on school grounds, or on any school-sponsored trip or activity. "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 trip/activity. **"Weapons" Are Identified In Two Categories**

1. Articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples are: firearms, whether loaded or unloaded; knives; clubs; metal knuckles used in a threatening manner; numchucks; throwing stars; explosives, stun guns; ammunition; chains; pellet guns; look-alike guns; and other non-functioning guns that could be used to threaten others.
2. Articles designed for other purposes but which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pencils, files, scissors, compasses, broken glass, clubs, bats and letter openers.

### **Expulsion for Possession of Firearm-Minnesota State Crime Bill 1995.**

1. Notwithstanding the time limitation in section 127.27, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is defined in United States Code, title 18, and section 921.

2. Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district. A student who finds a weapon on the way to school or in the school building and immediately notifies the principal's office shall not be considered to possess a weapon.

**Minimum corrective action shall include initial suspension up to ten days, confiscation of weapon, notification of police, and parental notification.**

If the student has an I.E.P., the I.E.P. Team will meet to make further recommendations for disposal of the incident. This may be recommendation to the School Board for exclusion or expulsion.

If the student does not have an I.E.P., an Assessment Team composed of building administration, counseling office staff, teacher representatives and a law enforcement representative will meet to make further recommendations for disposal of the incident. This may be a recommendation to the School Board for exclusion or expulsion.

### **PLEDGE OF ALLEGIANCE**

Beginning in the 2003-2004 school year, all public and charter school students shall recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted as follows:

A. By each individual classroom teacher or the teacher's surrogate; or

B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

### **LUNCH**

You will eat your lunch in the commons area, as we are on a closed lunch period. Students are allowed one meal per day at the student rate. According to Federal guidelines, any additional meals must be charged at the adult rate of \$3.85.

### **SCHOOL MEALS PAYMENT PROCEDURE**

Meal prices are as follows: Breakfast 1.45, lunch \$2.45. Meal payments should be pre-paid at the beginning of each month. The minimum monthly payment should be \$49.00. **When a balance due for meal charges reaches \$15.00, a student will not be served meals until the balance is paid. The student will need to bring a sack lunch or pay cash until the past due balance is settled. High school students will be given a one-day notice.** At the beginning of a new school year, any outstanding balance from a previous school year must be paid or a student will not be served meals. The student will need to bring a sack lunch or pay cash until the past due balance is settled.

### **ATTENDANCE POLICY**

**OUR PHILOSOPHY:** Attendance is a major focus at Lac qui Parle Valley High School. We believe learning is enhanced by regular attendance. Research indicates that there is significant correlation between student absences and achievement. Class attendance is critical to the successful completion of course work and outcomes. The entire process of education requires continuity of instruction, classroom participation, a variety of learning experiences, and consistent study in order to reach the goal of maximum educational benefit for each student. Absent students cannot expect to make the same progress as they would if they were in attendance in school. We firmly believe a course cannot be successfully completed with excessive absence. With this in mind, Lac qui Parle Valley High School implemented a new attendance policy beginning with the 1999-2000 school year. We believe it is the responsibility of parents/guardians to teach their children the value of the educational opportunity offered by the school district taxpayers. Students should reflect this value through regular attendance.

#### **Maximum Absence Rule**

A student will not receive credit for any of their semester classes if absences reach eleven (11) in one (1) or more semester course(s). ALL absences will be counted, except those absences which result from participation in school authorized activities, official religious holidays, a death in the immediate family or confirmed medical appointments.

#### **Classifications of Absences**

##### **1. School Authorized Absences**

These are to be verified at the time of the absence and are NOT counted in the Maximum Absence Rule. Make-up work is required.

- (a) Curricular and co-curricular pre-authorized school events and programs.
- (b) Medical Appointments (with a note from the Dr.)
- (c) Official religious holidays.
- (d) Death of immediate family member (parent, stepparent, guardian, sibling, grandparent, child).
- (e) Two (2) college visits.
- (f) Court ordered appearances.

##### **2. Excused Absences**

These absences need to be verified by parent/guardian at the time of return to school and ARE counted in the Maximum Absence Rule. Makeup work is required.

- (a) Illness-a day of absence will be counted for each day a student is absent due to illness. In the event of extended or chronic illness, verified by a medical doctor, the student may appeal to the Attendance Committee.
- (b) Family emergency.
- (c) Pre-planned absences that have been arranged and preapproved. (Arrangements made prior to the absence in order to be excused; one week ahead recommended.)

3. Unexcused Absences (Truancy) All absences NOT school authorized and NOT verified as excused are considered unexcused. These absences ARE counted in the Maximum Absence Rule. In addition, consequences (detention, ISS or OSS) will be assigned for unexcused absences.
4. In-School Suspension (ISS) These absences ARE counted in the Maximum Absence Rule. Make-up work is required and credit given.
5. Out-Of-School Suspension (OSS) These absences ARE counted in the Maximum Absence Rule. Make-up work is required and credit given.

### **CONSEQUENCES FOR EXCEEDING ABSENCE LIMITS**

1. On the 5<sup>th</sup>, 8<sup>th</sup>, & 10<sup>th</sup> absence for a semester course the teachers/counselors/principal/secretary will inform the student in person, send an Attendance Form and a copy of the policy to the student's parent/guardian by mail.
2. If the student has reached eleven (11) absences from a semester course, the student will be informed in person and the teacher/attendance clerk will send, once again, the Attendance Form to the parent/guardian. An administrator/counselor may conduct a conference with the parent/guardian. A no credit (N) or Fail (F) will be received for the class grade. Upon notification, the student will see the counselor to determine suitable options.
  - A. If the student has received passing marks but has reached the maximum number of absences in any class, the student's record will show no credit (N) for the final grade in all classes for that semester.
  - B. If the student is failing the course when the maximum number of absences has been reached, the student's record will show (F) for the final grade.
  - C. In the rare event a student has suffered a long-term (chronic) illness, which can be verified by a doctor's signed statement, the student's record will show an incomplete (I). If the work is not done according to Make-Up Work Policy guidelines, the incomplete (I) will be changed to (N) or (F).

**NOTE:** See Make-Up Work Policy.

3. If a student is suffering from a long-term (chronic) illness, please contact the school, teachers will be notified and homework assignment requests honored.
4. The appeals committee will meet regularly to address attendance issues.

### **Attendance Appeals Process**

If notified that a student has accumulated eleven (11) absences in a semester course and credit will be denied, the parent/guardian and student may appeal the loss of credit. The procedure is as follows:

1. Within five (5) school days of parent notification by telephone and mail of possible denial of credit, the student and the parent would be responsible to schedule a meeting with the principal for a date and time to appeal this decision.
2. The student will remain in the class in question pending the decision of the appeal.
3. All long-term (chronic) illnesses must be verified by a doctor's signed statement.
4. The Appeals Committee will consist of the following staff with membership remaining constant for the entire year: faculty/staff, school nurse, counselors, and administrator.

### **Make-Up Work Policy**

1. Students absent one (1) day will have two (2) days to make up work missed for the first (1st) day and two (2) for each succeeding day missed (or longer if mutually agreed upon by the teacher and student upon the student's return.) If a student is unable to turn in the make-up assignments due to another absence, the make-up work from the initial absence will be due the next day the student is in attendance. Make-up slips are available at the information center by the principal's office.
2. Teacher may request the assignments missed due to school-sponsored field trips, co-curricular activities, official religious holidays or preplanned absences made up in advance by the student. Special arrangements will be made for long term (chronic) illnesses verified by a doctor's signed statement. An incomplete (I) may be given to allow for make-up time. Make-up slips are available at the information center by the principal's office.
3. A homework request may be made for absences of more than one school day through the Principal's Office/Counseling Office by parent/guardian. Students' teachers are asked to bring assignments to the Principal's Office no later than 3:15 p.m. of the same day.
4. Students with unexcused absences will receive make-up work for class period(s) but will not receive credit. Assignments not handed in will be turned into an incomplete.
5. Seniors who wish to visit a postsecondary school or college may use two (2) days for this purpose. **College visits are allowed October through April. ALL COLLEGE VISITS MUST BE APPROVED BY THE COUNSELOR.**

### **Attendance Procedures**

#### **1. Absence Procedure:**

When a student is absent, parent/guardians are requested to call the school office (752-4800) each day their child is absent. Parents/guardians are to call after 7:30 a.m. and before 3:00 p.m. each day. When a student returns to school after being absent, a note of explanation is to be written by the parents (if they have not contacted the school) and presented to the attendance clerk.

#### **2. School Authorized Absences (not included in 11 day maximum):**

- A. Field trips, counselor appointments and co-curricular programs: Student names are printed in daily announcements and sent electronically to teachers and staff. No parental action (notes or telephone calls) is needed to verify absence.
- B. Official religious holidays: Parents are requested to telephone or write a note upon student return.

#### **3. Excused Absences-Full Day Excused Absences Are (Included in 11 day maximum):**

- A. Illness: Parents/guardians are requested to telephone and/or write a note when the student returns.
- B. Family Emergency: Parents are required to telephone and write a note when the student returns.
- C. Preapproval of a Planned Absence: Preplanned absences of one (1) or more days (an absence for reasons other than an illness or emergency), **MUST BE EXCUSED IN ADVANCE**, so that work may be made up in advance. Parents are requested to inform the school of preplanned absences.

#### **4. Part-Day Excused Absences that Are NOT (included in 11 day maximum):**

- A. Medical, dental appointments and court ordered appearances: Parents/guardians are requested to telephone or write a note. Students must obtain a Permit to Leave School prior to the day of the appointment. Upon return, students must check in with the school office and

provide verification of the appointment. Most of these appointments should be scheduled for times when school is not in session. Any absence from a day's classes for at least three (3) periods will be interpreted to represent one-half (1/2) day of absence.

**B. ILLNESS OR INJURY DURING THE SCHOOL DAY:** The student must sign out through the Principal's Office/Nurse's Office and a Permit to Leave School is issued.

**C. Emergency During The School Day:** Students must sign out through the school office and a Permit to Leave School is issued.

#### **5. Excused Tardies:**

**A.** A student may be excused for being late to class only when detained by another teacher or office personnel.

**B.** The detaining teacher or office personnel will issue a pass to the detained student making sure to list the time the student was released on the pass.

**C.** After receiving a tardy pass from the office, the student will be expected to report to class immediately. Students arriving more than four minutes after the tardy pass was issued will be considered unexcused and the teacher should treat the student accordingly.

#### **Unexcused Absences (Truancy)**

1. A student who is absent from school without full knowledge or consent of his/her parents/guardians is unexcused if he/she:

**A.** leaves school without obtaining a permit to leave school from the school office,

**B.** is absent from school without proper verification from his/her guardian,

**C.** is absent from class without permission,

**D.** obtains a pass to go to a certain place and does not report there,

**E.** becomes ill and goes home instead of reporting to the school office, or

**F.** comes to school but does not attend classes.

2. Students with an unexcused absence may be assigned detention or suspension. (There are no school sanctioned "Skip Days.") NOTE: Students will NOT be excused from classes for routine errands.

#### **Check Out Procedure**

If a student is to leave the school during the regular day, the following procedure shall be followed:

1. The student shall present the parental request to leave the school to personnel on duty in the high school office before school in the morning. Legitimate reasons for out-of-building passes include such things as medical or dental appointments, court appearances and special family obligations. The student shall present a written request signed by a parent or guardian. Parents/guardians may also make arrangements by calling 752-4800 providing a written request is submitted the following day. Student requests without parental consent will not be honored.

2. When the request to leave school is approved, the office personnel will issue a pass stating a time that the student will be excused from class. At checkout time, the student will report to the office, show the pass and sign out. A sign-out sheet is provided as official record.

3. The pass must be carried with the student when leaving the school grounds. It is recommended the person with whom the student has an appointment signs the pass and indicates the appointment was concluded. All students arriving back at school during school hours shall check in at the office and return the pass prior to reporting to classes. Students who will be absent during the first period in the day are asked to make arrangements the preceding day.

#### **DELIVERY OF MEDICATION SAFELY TO STUDENTS**

##### **Policy:**

1. A licensed school nurse or, in the absence of the nurse, a principal, health aide, or teacher may administer medication prescribed for a pupil under the conditions set forth in this section. Administration of medication by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent. Medications to be administered must be brought to school in a container appropriately labeled by the pharmacy or physician. Medications that are not taken orally or that have the potential of dangerous side effects may be administered only by a licensed school nurse.

##### **Procedure:**

1. Prescription medication should be given at school only when failure to take medication could jeopardize the child's health. No prescribed medications will be given without physician's prescription and written permission from parents.

**A.** The school shall have written, dated, and signed orders from the physician and/or dentist including: student's name, name of medication, dosage, route, and frequency, purpose of medication, side effects, and termination date for administration.

**B.** Medication to be administered must be brought to school in a container labeled by the pharmacist.

**C.** A written request from parent authorizing school personnel to comply with physician's order and designating time medication to be given is necessary prior to administration of medication.

**D.** The school nurse, health aide, principal, or teacher will give oral medications. The licensed school nurse will designate the appropriate staff member to supervise the taking of medication.

**E.** A written record of the administration of medication will be kept in the student's health records with signature of person giving the medication.

2. Medications taken by students at the high school level will be self-administered following the procedure guidelines. Medications for self-administration are stored in a supervised area.

3. When appropriate to self-administer medication, students can carry one dose or inhaler in labeled container. Other doses should be stored in a supervised area.

4. Parents will be notified of student's unauthorized use of medication.

5. Verbal order for a prescription medication may be given over the phone to the licensed school nurse followed by a written order.

6. Parents may wish to have a duplicate of any medication that a child may require left with the school, in the event that a snow storm or other emergency should the child be unable to return home.

7. Medication will be discarded at the end of the school year if the student has not claimed it. This is to avoid the use of outdated medication and storage of unnecessary drugs at the school.

## **EMERGENCY CARE INFORMATION**

The safety and welfare of your child is of utmost importance and is our first consideration. If your child should become seriously ill or injured while under the school's supervision, the following steps will be immediately completed by school personnel:

1. First aid to be immediately rendered.
2. The student's parent or guardian will be called at once. In case the parent or guardian cannot be contacted, the school will call the designated neighbor or nearby relative and/or physician.
3. Transportation shall be arranged for the injured or ill to a source of medical attention directed by the Student Emergency Card.
4. The name of your physician, the physician's desired hospital to which your child will be transported to, the name of the child, and your name will be given to the ambulance attendant.

### **THE SCHOOL WILL NEVER SEND AN INJURED OR ILL STUDENT HOME OR TO MEDICAL ATTENTION UNATTENDED, WITHOUT CONTACTING THE PARENT/GUARDIAN.**

If your child meets with a minor accident or becomes too ill to continue in school, the school will immediately give first aid care and then call the parent or guardian at home or at work at once. The primary responsibility for your child's optimal health lies with each parent or guardian. In turn, you will be expected to:

1. Provide transportation home or to a source of medical attention.
2. Designate an individual (a relative or a neighbor) to care for your child in their home until you can be contacted.

## **IMMUNIZATION REQUIREMENTS**

The Minnesota School Immunization Law: Statutes Section 123.70 requires that all students enrolled in a Minnesota School be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, allowing for certain specified exemptions. Students in grades 7-12 must show the minimum requirement of 3 doses of tetanus and diphtheria, 3 doses of polio, and 2 doses of MMR (measles, mumps, and rubella.) Beginning in the fall of 2001, seventh graders in Minnesota will have to prove they have had a series of 3 shots for hepatitis B and a second dose of vaccine for measles, mumps, and rubella (MMR).

### **New Immunization Requirement for Fall, 2010:**

Starting on September 1, 2010, Minnesota schools and child care centers can no longer accept a parent/guardian's signature as proof that a child has had varicella disease and does not need varicella shot(s). Instead, a health care provider, which includes a physician, nurse practitioner, or physician assistant, will need to sign a form, such as the MDH Pupil Immunization Record or Pediatric Immunization Record, verifying that the child does not need to get varicella shot(s) for school or child care because:

- They are already immune because they had chickenpox disease that was either laboratory confirmed, medically diagnosed, or described well enough to the health care provider by the parent/guardian to clearly indicate disease, or
- They have a medical reason for not getting the shot(s), or
- They have had a lab test showing they are already immune to chickenpox.

As with all immunizations required for school and childcare, children whose parents are conscientiously opposed to immunization may also receive an exemption.

All students in grades 7-12 in need of a tetanus, (Td) booster will be required to receive this vaccine before beginning school in the fall. Required at age 11 and older.

Parent records are acceptable as proof of immunization as long as they include the specific date of each immunization. If your child has a special medical problem and cannot be vaccinated, or if you as a parent are conscientiously opposed to immunization, you may receive a legal exemption.

## **STATUS OF STUDENTS 18 YEARS OLD OR OLDER**

Many wonderful things happen when you become 18! Some things happen that add more responsibility to your personal and school life. You are considered a legal adult; you can vote, you can get a real estate license, you can apply for a loan, just to name a few. In general, you have most of the same freedoms and responsibilities as any adult in the community. However, state laws require that schools enforce the same rules on all students, regardless of their age (with a few exceptions). These exceptions will be noted in the handbook when they apply. Please understand that your role of a student supersedes your position of an 18-year-old adult. You will be held accountable for your actions as a student and as an adult throughout your high school education.

## **MAKE UP TEST POLICY**

Students absent the day before or the day of an announced test or major project/report may be responsible for taking the test or doing the project/report upon returning to class.

## **SPECIAL EXCUSES**

If you have a dental appointment, medical appointment or must leave school for any reason, get a special excuse between 8:00-8:20 a.m. Have the excuse signed by the person you go to see and return it to the office for readmittance to school. Students are reminded not to leave school; having once been in attendance for any part of the day, unless they have permission from the principal's office for reasons other than sickness.

### **PASSES FOR LEAVING THE BUILDING:**

**ALL REQUESTS TO LEAVE THE BUILDING WHILE SCHOOL IS IN SESSION MUST BE CLEARED THROUGH THE PRINCIPAL'S OFFICE. STUDENTS LEAVING WITHOUT PERMISSION WILL BE CONSIDERED TRUANT.**

**BRINGING A PARENTAL PERMISSION EXCUSE THE NEXT DAY WILL NOT BE ACCEPTABLE.**

## **SCHOOL ATTENDANCE AND ACTIVITY PARTICIPATION**

1. Students must be in school during all of the P.M. periods (12:35-3:07 pm) of the day or receive prior written permission from the building principal to be eligible to participate that day in practice or a game.
2. Students suspended from school for any reason will be ineligible for participation in practice, games, or meets on those days.
3. Students are expected to be in school on time the day following an event.

### **TRUANCY**

Any absence from class without knowledge of the high school administration or parent, or in the case of a parent refusing to write a valid excuse, will be considered truancy.

1. Any student truant from a class or classes will receive appropriate disciplinary action. Parents or guardian will be notified of truancy.
2. Students who are tardy excessively will be recorded as truant. (See tardiness policy)
3. Students under the age of 18 who have seven (7) or more recorded truantries will be reported as a habitual truant to the county attorney of the student's resident county.

### **SUSPENSION**

Any student suspended from school will be required to make up any work missed while suspended from class or classes. Credit will be granted for made up work. Readmission to school will require parental communication and/or conference.

### **TARDINESS**

#### **Tardies Unexcused per Quarter Consequences**

- 3rd -One half hour detention and letter sent home
- 5th -One half hour detention and letter sent home
- 7th -One day ISS or grade reductions in ALL classes
- 9th -One hour detention and letter sent home

#### **Tardies Unexcused per Quarter: Consequences**

- 12th -One day ISS
- 14th -One day ISS and grade reductions in ALL classes
- 20+ -One day OSS per tardy over 20

### **DETENTIONS**

Detentions for disciplinary reasons may be served before school from 7:30-8:15 a.m. or after school from 3:15-4:00 p.m. Students must arrange their own transportation.

### **STUDENT PASS**

The "student pass" must be obtained from an instructor prior to study hall time. Check out of the study hall to area where assigned and return to study hall before end of period. Study hall teacher and the instructor to which the student passes before returning will sign time. Passes will be necessary to go to all areas of the building except the library or principal's office where a pass must be obtained from the study hall teacher.

## **THE COUNSELING DEPARTMENT**

**How to Visit the Counselors:** Any student that would like to see the Junior High or Senior High Counselor, School Social Worker or School Psychologist for any reason will have the opportunity. In order to make this possible, you need to make an appointment with the counselor's secretary and the appointment will be set at the earliest time slot available and will issue a pass for the appointment.

**Dropping and Adding a Class:** A student will have five (5) days to add or drop a course after the beginning of a semester or year length course. Drop deadline for a semester course will be five (5) days after the first grading period of the course. No credit will be given. All drops will require parental permission during and after the five (5) day limit; the school, parent or student may request a conference before a course is dropped. ALL STUDENTS WILL MAINTAIN THE MINIMUM NUMBER OF SIX (6) SUBJECTS AT ALL TIMES. A student may drop a course at any time with parental permission after the above-defined guidelines but will receive a W/F grade and it will be considered as an "F" in figuring G.P.A. Any student may add a class after a five (5) day limit with instructor's permission.

**TRANSCRIPTS:** Senior's final transcripts will be available approximately July 1, and will be mailed to the post secondary institution requested by you. Students planning to compete in NCAA Division I and II must obtain a Clearinghouse form available in the counselor's office and submit it.

**WORK PERMITS:** No student will be allowed to go on a work permit until all forms are on file in the high school office.

**COLLEGE CREDIT:** College credit is offered in conjunction with Southwest MN State University (SMSU) in a variety of subject areas. The following are prerequisites:

1. Juniors - Must be in the top one-third of their class
2. Seniors - Must be in the top one-half of their class
3. The student is currently enrolled in the course in the hour it is offered.

**CHANGES IN REGISTRATION:** Registration for next years classes will be considered final at the close of the preceding school year. Advisors will assist with drop/add paperwork prior to the student meeting with the counselor. Changing from one course to another after school begins will not be permitted except under unusual circumstances, and then only with input from the counselor, teacher, advisor, and parent/guardian. Students must assume responsibility for their academic choices after receiving guidance from school and home. To a great degree, the master schedule is built and predicated on these student choices and the curriculum offerings of the high school faculty. To this end, it is important that student schedules remain as originally prepared.

## **GRADING, INCOMPLETES, HONOR ROLL AND CHEATING POLICIES**

**Grading System:** Report cards are issued as soon as possible following the end of the nine-week period. Your teacher in each class will emphasize the content and grading system of his/her class.

**Grading Procedures:** Each semester course has two-quarter grades weighted at 40% each and the final exam or project weighted at 20%. To receive credit, students must pass two of three grades teachers assign.

**Key to Grading Scale:**

A	4.00000	C	2.00000
A-	3.66667	C-	1.66667
B+	3.33333	D+	1.33333
B	3.00000	D	1.00000
B-	2.66667	D-	0.66667
C+	2.33333	F	0.00000

**Incompletes:** If a student is absent, he/she is usually given two days for each day absent in order to complete work that was missed. If the absence occurs near the end of the quarter/semester, the student may receive a grade of "Incomplete" on their report card. The grade of "Incomplete" indicates a student has two weeks from the end of the grading period in order to complete required work. In cases of extended illness, the student may be given more time to complete the required work. Teachers are expected to change the "Incomplete" to a letter grade within two weeks of the end of the marking period. Because the Honor Roll is posted as soon as possible after the end of each quarter, a student who earns an "Incomplete" is not eligible for the Honor Roll.

**Honor Roll:** The Honor Roll is a grade point average each nine weeks of 3.00 being the "B" honor roll and 3.66 being the "A" honor roll.

**Junior High Promotion and Retention Policy:** All semester courses required by the district, which are failed in grades 7 & 8, will be repeated. A parent may request their child to repeat an entire grade if the student has failed three (3) or more courses. A student who fails four (4) courses will be listed on the past years class list. Any student who is a special education student with an I.E.P. will be placed where the Child Study Team feels is best for the student. All special education laws and regulations will be followed.

**Grade Level Placement 9-12:**

Students will be listed on the appropriate class list based upon their ability to earn the number of credits required to graduate, earning a maximum of seven (7) credits each year, grades 9-12. All courses taken in grade 9 will be counted toward graduation.

**Grade 9:** Schedule must allow you to earn three (3) high school credits.

**Grade 10:** Must have previously earned a minimum of three (3) credits.

**Grade 11:** Must have previously earned a minimum of ten (10) credits.

**Grade 12:** Must have previously earned a minimum of seventeen (17) credits.

**Policy Relating To Graduation, Honor Students, and Grading:**

Lac qui Parle Valley High School will recognize students as "Honor Students" at graduation who maintain a 3.0 academic record in grades 9-12; "Distinguished Honor Students" must maintain a 3.5 average in grades 9-12. Final calculations for honor students will be made at the end of the 3rd grading period of their senior year and will be used on graduation day. However, a final class rank will be reassessed when final grades are posted. (NO STUDENT WILL BE ON THE SENIOR ROSTER IF THEY CANNOT COMPLETE CREDIT REQUIREMENTS NECESSARY FOR GRADUATION.) A student speaker, to represent the class, will be chosen from this group of honor students by fellow honor students. All students listed on the senior roster will be allowed to participate in graduation exercises and those not meeting requirements on graduation day will be awarded diplomas when requirements are met. The Board of Education will sponsor graduation and pay all costs, (gowns, stage flowers, etc...). Students wearing individual flowers will have to bear the cost of those flowers. Diplomas will be presented to students after the ceremony has been completed and gowns are turned in to the principal's office or a deposit is made on them. All obligations (detention time, bills, required credits and anything else) must be completed before diplomas are awarded.

**Cheating Policy**

1. **Philosophy:** Education is a system where the powers of the mind are developed. Honesty and integrity are essential to excellence in education. Tests and other written or demonstrative work are measures of how this system is working. Honesty is required to ensure accurate measurement of education for both the student and the teacher. The value of your education depends upon your self-respect and honesty with other people about the integrity of your work. Your work must be free from deceit; it must be your own. Yes, you look to others to learn. No, you do not look to others for the final product, which measures your learning, nor do you provide a product, which another student will present as his/her own. Being honest with yourself and others creates the trust that must exist between the student, the teacher and fellow students.

2. **Definition of Cheating:**

- A. Copying from other student's tests, daily work, homework, etc. with or without their approval.
- B. \*The faculty is to make clear when sharing, as in cooperative learning is permissible.
- C. Allowing your work to be copied.
- D. Revealing test content questions or answers.
- E. Altering of answers, scores, or records of your work--or the work of others.
- F. Plagiarizing--i.e. --using someone else's words, projects, ideas or organization structure as your own without giving appropriate credit.
- G. \*A teacher will make a judgment about what plagiarism is to him/her and makes this clear to the students.

3. **Staff Guidelines:**

- A. Be very clear when giving assignments to ensure that all students understand what they are to do.
- B. Review the cheating policy in each class incorporating any additional rules you might choose.
- C. If your goal is to maximize individual work by students, provide reasonable control (i.e. organization of desks, rotating tests, etc...).
- D. Monitor testing closely. Stay in the room. Be alert.
- E. Be consistent in administering the cheating policy.

4. **Consequences:**

- A. First Offense: This will be handled by the teacher.
- B. Second Offense: Zero on assignment or test, a note or phone call to parent from the teacher and office notification.
- C. Third Offense: Zero on assignment or test, conference between student, parent, administrator and teacher.

**ACADEMIC INELIGIBILITY FOR EXTRA-CURRICULAR PARTICIPATION (GRADES 7-12)**

**Quarter Grades:**

- A. For each course failed, students will be ineligible for two events.
- B. For each incomplete, students will be ineligible for two events. (Students will be immediately reinstated with teacher verification once incompletes are made up).

**Mid-Quarter Grades:**

- A. For each course with a failing grade, student will be ineligible for one event.
- B. For each course with an incomplete, student will be ineligible for one event.

Ineligibility starts the next school day after grading period (typically the Wednesday following the end of the quarter). Fourth quarter grades commence with the following fall's activities. Ineligibility is used up in the Minnesota State High School League category one events: Athletics, Dance Team, Cheerleading, and Fine Arts events. Category two events: Band, Choir, Plays, Knowledge Bowl, and other activities where students perform publicly. Academic Ineligibility may be used up with any combination of category one or two events, whichever occurs first. Students may not use rules violations and academic ineligibility at the same time.

- Students will be required to participate in pep band, concert band and choir performances, as this is a graded event. Events such as large group, small group, Jazz Band, Swing Choir, etc will follow the academic ineligibility policy guidelines.
- PSEO classes will follow these above ineligibility guidelines. It is also worthwhile to note that high school staff are unable to monitor PSEO progress during the semester and only see the grades when submitted by the post-secondary institution.
- Academically ineligible student athletes are not allowed to be in uniform at a contest until their suspension is served
- Students ineligible due to incomplete work are immediately eligible to compete upon written or verbal communication between the teacher and activity coach/advisor

**GRADUATION REQUIREMENTS**

1. **Minimum Courses:** Students **must** enroll in a minimum of six credits each year. Students may take one study hall each year or take more credits if scheduling permits.
2. **Credit Requirements:** In grades 9, 10, 11, 12, students must earn the following credits to qualify for graduation unless an IEP (Individual Education Plan) has been written with alternative requirements.
3. **Course Requirements:** Each semester course earns .5 credit (one hour per day attendance). Each semester course earns 1.0 credit (two hours per day attendance)
4. **Course and Credit Requirements:** (A total of 24 credits are needed for graduation, grades 9-12.)
5. The graduating class of 2008 and beyond will be required to meet the new standards as they are developed by the Minnesota Department of Education. All students will need to pass the GRAD portion of the MCA tests or an equivalency test that meets the state and local guidelines.

**Graduation Requirements:**

English	4	Math	3
Social	4	Arts	1
Science	3	PE	1.333

**GRADE 9**

<u>COURSE</u>	<u>CREDIT</u>
English 9	1
American History 9 & Civics 9	.5 & .5
Physical Ed	.333
Math Elective	1
Physical Science/Accel Phy. Science	1
Minimum Additional Electives	1
Electives	.667

**GRADE 10**

<u>COURSE</u>	<u>CREDIT</u>
English 10	1
World History 10	1
Physical Ed/Health 10	1
Math Elective	1
Gen./Accel Biology	1
Minimum Additional Electives	1

**GRADE 11**

<u>COURSE</u>	<u>CREDIT</u>
*English	1
Global Geography	1
Math Elective	1
Chemistry or Physics (Jr. or Sr.)	1
Minimum Additional Electives	2

## GRADE 12

<u>COURSE</u>	<u>CREDIT</u>
* English	1
Senior Social	1
Math Elective	1
Chemistry or Physics (Jr. or Sr.)	1
Minimum Additional Electives	4

### SUBJECT AREA CREDIT REQUIREMENTS

- **ENGLISH:** During **grades 9-12**, students must complete at least one credit of Language Arts each year (English 9, 10, 11 & 12). Fundamentals of Communication, Academic Writing, and Academic Literature are required during grades 11 & 12.
- **SOCIAL STUDIES:** During **grades 9-12**, students must complete a minimum one credit required each year. Grade 9 = American History 9 & Civics 9; Grade 10 = World History 10; Grade 11 = Global Geography; Grade 12 = Senior Social.
- **MATHEMATICS:** During **grades 9-12**, students must complete a minimum of three (3) credits or through Geometry.
- **SCIENCE:** During **grades 9-12**, students must complete a minimum of three (3) credits which include Biology, Chemistry or Physics, and an elective.
- **ARTS:** Current students, **grades 9-12:** Students will need to earn one (1) credit in visual, media or performing arts.
- **Physical Education:** During grades 9-10, students must complete 1.333 credits of PE 9 & PE/Health 10
- **\*NOTE:** Recommend Math-Science Grades for post-secondary preparations unless the three credit minimum is not met then is required. Seniors (grade 12) may enroll in only ONE independent study course per semester.

### ADMISSION REQUIREMENTS TO ATTEND A 4-YEAR COLLEGE

Students planning to attend a four-year college upon graduation from Lac qui Parle Valley High School will need to complete the following to meet the requirements to attend a 4-year college in Minnesota:

- **English 4 Credits:**
  - English 9,10, Academic Writing, Academic Lit., Fund. of Communication, & English Elective
- **Social Studies 3 Credits:**
  - U.S. History, Geography
- **Math 3 Credits:**
  - Algebra I, Algebra II, Geometry
- **Science 3 Credits:**
  - Physical Science, Biology, Chemistry OR Physics
- **World Language 2 Credits:**
  - 2 Years of same Language
- **World Culture/Arts 1 Credit**

NOTE: North Dakota and South Dakota require all of the above except for Foreign Language and World Cultures. South Dakota does require one-half credit of computers and fine arts.

### BEHIND THE WHEEL DRIVERS TRAINING

Behind The Wheel Drivers Training will be provided by Lac qui Parle Valley High School. A \$100.00 non-refundable deposit is required as a commitment to enrollment in the Behind the Wheel Training. The deposit must be paid prior to issuance of the Certificate of Enrollment, (blue card.) The balance of \$200.00 is due at the beginning of the Behind the Wheel Training.

### STUDENTS DRIVING TO SCHOOL

Students who drive to school will park in the west parking lot in the designated areas. Avoid parking in areas marked with solid yellow lines, as this is part of the fire lane. Also, "handicapped" parking places are meant for the handicapped. Vehicles will be ticketed and/or towed if they are in these areas. Please use good judgment when driving to and from school. No vehicles may be used during the day unless prior administrative permission has been requested and granted. Contraband of any type, i.e. alcohol, chemicals, tobacco, or any unlawful substance is unlawful to be a part of any vehicle on school property.

**DURING THE COURSE OF THE SCHOOL YEAR, A CANINE UNIT MAY BE REQUESTED TO SEARCH THE SCHOOL PROPERTY INCLUDING LOCKERS, STORAGE AREAS, AND THE PARKING LOT WITHOUT ADVANCED NOTICE.**

### SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

#### I. Purpose

The purpose of this policy is to provide a safe and healthful educational environment by enforcing the school district's policies against contraband.

#### II. General Statement of Policy

1. **Lockers and Personal Possessions Within a Locker:** Pursuant to Minnesota statutes, 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 the school for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a

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

2. **Desks:** School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.
3. **Personal Possessions and Student's Person:** The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
4. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

### **III. Procedures**

1. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
2. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
3. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
4. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
5. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches or body cavity searches are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
6. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
7. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker

## **GENERAL RULES, REGULATIONS AND OTHER INFORMATION**

### **STUDENT DRESS & GROOMING:**

It is important that you project a good and respectful image of yourself at all times. Offensive grooming behaviors will be discussed with the student with appropriate actions taking place. Shorts and shirts worn to school should be an appropriate length. **SHORTS AND SKIRTS NO SHORTER THAN KNEE LENGTH. NO WAISTLINE SHOWING, i.e.; shirt and waistline must overlap. SHIRT NECKLINES NO LOWER THAN TWO INCHES BELOW THE NECKLINE, (TOP OF THE STERNUM BONE.). NO VISIBLE UNDERGARMENT.** T-shirts or other shirts and caps with alcohol, tobacco, drug logos or unfavorable sayings, and spaghetti strap tops are not allowed to be worn in school. Caps and other headgear are not acceptable pieces of clothing during the school day. The dress code policy will include Physical Education classes.

### **LOST AND FOUND:**

Items found should be turned in to the office. Students are reminded not to leave valuables in their lockers or around the building. You may leave valuables in the office for safekeeping until the end of the day.

### **ANNOUNCEMENTS:**

Advisors, principals or activities director must approve all announcements.

### **BACKPACKS:**

Backpacks are not allowed in classrooms unless it has been approved by the teacher.

### **BULLETIN BOARDS:**

Materials for bulletin boards other than District 2853 information must be approved by the principal's office.

### **RELEASE TIME:**

Parents must request students to be released for religious instruction. Requests will be honored according to state regulations.

### **WEDNESDAY EVENING ACTIVITIES:**

There will be no student activities on Wednesdays after 6:30 p.m. and no seventh and eighth grade activities after school or evenings the months of October through April. Exceptions would be activities over which the school has no control; conference, sub sectional or sectional activities as examples.

### **FINES:**

Students will have to pay fines if they abuse or lose books or equipment.

### **FIRE AND TORNADO DRILLS:**

Fire drills will be held periodically at unannounced times. Students will leave the building by the nearest exit. Teachers will accompany their classes and account for their students. A tornado drill will be held annually with designated areas of cover announced that day.

**LIBRARY:**

The library is a quiet area to be used for reading, study and research. Rules governing the use of the library are posted in the library.

**CAFETERIA:**

The school cafeteria is maintained as a vital part of the health program of the school. The school also provides an a la carte menu in addition to the regular school lunch program. Items may be purchased on a cash only basis. Students are to confine their eating to the lunchroom. Be sure your eating area is cleaned up before you leave. There are three lunch periods. Grades 7-9 will eat the first lunch period, and grades 10-12 will eat the third lunch period. Lunch periods are 30 minutes long. Students will remain in the commons area during lunch or outside of the building to the front (west) by the commons area. Classes are in session and the classroom areas will not be accessible during lunch.

**STUDENT ACCIDENT INSURANCE:**

**The insurance is available on a voluntary basis.**

Payment will be made directly to the insurance company when the application is processed. Application forms are included in the student mailings in August.

**INJURIES:**

All students who are injured at a supervised school activity should first report the accident to the supervising teacher in charge of the activity, and then to the nurse on the first day of attendance in school after the accident.

**SAFETY GLASSES POLICY:**

Every student in all Industrial Technology, Agricultural, Auto Mechanics, and certain Science and other laboratory courses are mandated by Minnesota law to wear safety glasses or goggles while in any lab activity. Failure to comply with this policy will result in the removal of the student from class and this will result in a grade reduction as per school policy. Students will be issued a pair of glasses and will be required to pay for them if lost or broken.

**SCHOOL DANCES AND PARTIES:**

All events are closed with the exception of the Homecoming Dance, which will be open to alumni and registered guests; and the Junior/Senior Prom where registered guests may attend. Guests at other dances will be at the discretion of the principal. The Homecoming Dance is open to student's grades 9-12. The Prom is open to student's grades 11 and 12. Sophomores may be invited guests to the Prom. Senior high dances will conclude no later than 12:00 midnight and junior high dances by 10:00 p.m. All students, grades 9-12, attending a school dance will have a breathalyzer administered.

**SCHOOL DAY:**

School starts at 8:20 a.m. Dismissal is at 3:07 p.m. and unless you have a teacher supervised curricular or extra-curricular event scheduled, students should be out of the building by 3:30 p.m.

**Bell Schedule**

<b>Warning Bell</b>	<b>8:15 a.m.</b>	
Advisory	8:20-8:37 a.m.	17 Minutes
Period I	8:41-9:29 a.m.	48 Minutes
Period II	9:33-10:21 a.m.	48 Minutes
Period III	10:25-11:13 a.m.	48 Minutes
<i>Grades 7-9</i>	<i>Lunch I</i>	<i>11:13-11:39</i>
	<i>Period IV</i>	<i>11:43-12:31</i>
<i>Grades 5-6</i>	<i>Lunch II</i>	<i>11:39-12:05</i>
<i>Grades 10-12</i>	<i>Period IV</i>	<i>11:17-12:05</i>
	<i>Lunch III</i>	<i>12:05-12:31</i>
Period V	12:35-1:23 p.m.	48 Minutes
Period VI	1:27-2:15 p.m.	48 Minutes
Period VII	2:19-3:07 p.m.	48 Minutes

**Bus Departure Bell**      **3:12 p.m.**

### Wednesday Activity Period

<b>Warning Bell</b>	<b>8:15 a.m.</b>	
Advisory	8:20-8:50 a.m.	30 Minutes
Period I	8:54-9:37 a.m.	43 Minutes
Period II	9:41-10:25 a.m.	44 Minutes
Period III	10:29-11:13 a.m.	44 Minutes
<i>Grades 7-9</i>	<i>Lunch I</i>	<i>11:13-11:39</i>
	<i>Period IV</i>	<i>11:43-12:31</i>
<i>Grades 5-6</i>	<i>Lunch II</i>	<i>11:39-12:05</i>
<i>Grades 10-12</i>	<i>Period IV</i>	<i>11:17-12:05</i>
	<i>Lunch III</i>	<i>12:05-12:31</i>
Period V	12:35-1:23 p.m.	48 Minutes
Period VI	1:27-2:15 p.m.	48 Minutes
Period VII	2:19-3:07 p.m.	48 Minutes

**Bus Departure Bell**      **3:12 p.m.**

### Two-Hour Late Start

<b>Warning Bell</b>	<b>10:16 a.m.</b>	
Period I	10:20-10:54 a.m.	34 Minutes
Period II	10:58-11:32 a.m.	34 Minutes
<i>Grades 5-6</i>	<i>Lunch I</i>	<i>11:00-11:28</i>
<i>Grades 7-9</i>	<i>Lunch II</i>	<i>11:34-12:00</i>
	<i>Period IV</i>	<i>12:04-12:35</i>
<i>Grades 10-12</i>	<i>Period IV</i>	<i>11:36-12:07</i>
	<i>Lunch III</i>	<i>12:09-12:35</i>
Period III	12:39-1:13 p.m.	34 Minutes
Period V	1:17-1:51 p.m.	34 Minutes
Period VI	1:55-2:29 p.m.	34 Minutes
Period VII	2:33-3:07 p.m.	34 Minutes

**Bus Departure Bell**      **3:12 p.m.**

### 3-Hour Early Out Bell Schedule

<b>Warning Bell</b>	<b>8:15 a.m.</b>	
Period 1	8:20-8:45 a.m.	25 Minutes
Period 2	8:49-9:14 a.m.	25 Minutes
Period 3	9:18-9:43 a.m.	25 Minutes
Period 5	9:47-10:12 a.m.	25 Minutes
Period 6	10:16-10:41 a.m.	25 Minutes
Period 7	10:45-11:10	25 Minutes
Grades 5 & 6	Lunch I	10:44-11:10
Grades 7 -9	Lunch II	11:10-11:36
	Period 4	11:40-12:06
Grades 10-12	Period 4	11:14-11:40
	Lunch III	11:40-12:06

**Bus Departure Bell**      **12:15 p.m.**

## Pepfest Bell Schedule

<b>Warning Bell</b>	<b>8:15 a.m.</b>	
Advisory	8:20-8:37 a.m.	17 Minutes
Period I	8:41-9:29 a.m.	48 Minutes
Period II	9:33-10:21 a.m.	48 Minutes
Period III	10:25-11:13 a.m.	48 Minutes
<i>Grades 7-9</i>	<i>Lunch I</i>	<i>11:13-11:39</i>
	<i>Period IV</i>	<i>11:43-12:31</i>
<i>Grades 5-6</i>	<i>Lunch II</i>	<i>11:39-12:05</i>
<i>Grades 10-12</i>	<i>Period IV</i>	<i>11:17-12:05</i>
	<i>Lunch III</i>	<i>12:05-12:31</i>
Period V	12:35-1:08 p.m.	33 Minutes
Period VI	1:12-1:45 p.m.	33 Minutes
Period VII	1:49-2:22 p.m.	33 Minutes
Pepfest	2:26-3:07 p.m.	41 Minutes

**Bus Departure Bell**            **3:12 p.m.**

**STORM INFORMATION:** Listen for an announcement of that fact over the following media services:

**SCHOOLMESSENGER - LqPV Administration**  
**KSAX-TV, ALEXANDRIA (CHANNEL 42)**  
**WCCO-TV, MINNEAPOLIS (830)**  
**KLQP-FM, MADISON (92.1) (598-7301)**  
**KDLO-FM, WATERTOWN (96.9)**  
**KDIO-AM, ORTONVILLE (1350)**  
**KBMO-AM, KSCR-FM BENSON (1290 and 93.5)**  
**KDMA-AM, MONTEVIDEO (1460)**

**When school is closed early due to inclement weather conditions, all after school and evening activities are cancelled.**

**STUDENT TELEPHONES:** Telephones in the principal's office or counselor's office are **NOT** for student use unless approved by a staff member. Cell phones are not to be on during class time!

Cell phones, I-pods, mp3 players, chromebooks (for non-educational use), or other electronic devices will not be allowed during class time, study-hall, media center, detention, ISS, or computer labs. They cannot be seen, heard, or observed being used, for example, text messaging. These devices will be allowed in the hallways, in between classes, and during lunch time. **Picture phones are not allowed in the locker rooms and bathrooms.**

**Consequences will be as follows:**

- 1<sup>st</sup> Offense: High School Office will collect the device and give back at the end of the next day, 24 hours later.
- 2<sup>nd</sup> Offense: High School Office will keep until parent picks it up at the end of the day.
- 3<sup>rd</sup> Offense: High School Office will keep for 3 days, and then parents will pick it up.
- 4<sup>th</sup> Offense and beyond: High School Office will keep for 1 week, and parents will need to pick it up at the end of the week.

It is important for students and parents to realize that these electronic devices/cell phones are disruptive in the classroom, and could be used for cheating, distracting to others, and deemed unnecessary in the classrooms.

**(Refusal to give up devices, 3 days ISS-in school suspension.)**

**PADLOCK FEE:** Beginning with the class of 2008, students will purchase a padlock for \$6.00 from the school. They will be expected to keep it until they graduate. They will be required to pay for an additional lock if they lose it.

**VISITORS:** Visitors are welcome in the school but must register in the principal's office. Classroom teachers have the option of admitting visitors to their classes. No visitors are allowed the last week before the end of each quarter and they must have verbal permission from parent.

**TICKET PRICES:** Admission to ballgames, plays, concerts, etc., is \$4.00, student's grades 1-12. Adult admission is \$6.00. Ten-event tickets are available to students for \$20.00; senior citizens for \$40.00; and adults for \$50.00. Student season passes are \$30.00, and adult season passes for \$80.00. Family passes are available for \$150.00 for parents and LqPV students in grades 1-12. Senior Citizen admission for that age 62 and over is \$4.00. Senior Citizens that reside in the LqPV School District get **FREE** admission. Activity passes will be accepted at Dawson-Boyd for cooperative sponsored events.

**AWAY GAME BUS:** Anyone traveling on a school bus is to return to school on the bus unless arrangements have been made with the principal's office or bus chaperone to have your parents pick you up. Verbal communication is necessary. **Notes will not be accepted.** Buses will be offered for tournament games in all sports but not for all regular season games, as students will be encouraged to support all athletic teams at home. Thirty students are necessary to warrant a student bus. Cost: TBA

**INDUSTRIAL ARTS AND WELDING SHOP PROJECTS PAYMENT POLICY:**

Due to the increasing cost of student shop projects and the associated cost of payment collection, the following procedures shall be implemented by the school district: All parents will receive a notice of the project which the student has selected to make and the associated cost of materials. This notice must be signed and returned to the school with a 50% down payment of the project cost prior to the student starting the project. When the district receives the signed notice with the 50% down payment, the notice serves as an approval for the student to incur this cost at the student's expense. Another payment will be required at the end of the quarter with full payment due at the end of the semester. The school will not release the project until the balance has been paid in full. If full payment has not been received at the end of the semester, an incomplete grade status will be issued for the student.

**MUSIC INSTRUMENT RENTAL:** Students using school owned musical instruments will be charged \$40.00 per semester or \$70.00 per year.

**STUDENT PARTICIPATION FEES FOR 2019-2020:**

<u>ACTIVITY</u>	<u>GRADE 9-12</u>	<u>GRADE 7&amp;8</u>
FOOTBALL	\$90.00	\$65.00
VOLLEYBALL	\$80.00	\$60.00
CROSS COUNTRY	\$80.00	\$60.00
GIRLS TENNIS	\$80.00	\$60.00
BOYS BASKETBALL	\$80.00	\$60.00
GIRLS BASKETBALL	\$80.00	\$60.00
WRESTLING	\$80.00	\$60.00
DANCETEAM	\$80.00	\$60.00
BASEBALL	\$80.00	\$60.00
SOFTBALL	\$80.00	\$60.00
BOYS TRACK	\$80.00	\$60.00
GIRLS TRACK	\$80.00	\$60.00
BOYS & GIRLS GOLF	\$80.00	\$60.00
BOYS TENNIS	\$80.00	\$60.00
ROBOTICS	\$80.00	\$60.00
KNOWLEDGE BOWL	\$35.00	\$25.00
SPEECH	\$35.00	\$25.00
DRAMA	\$35.00	\$25.00
SPIRIT CHEER	\$35.00	
3-ACT PLAY	\$35.00	\$25.00
1-ACT PLAY	\$35.00	\$25.00
ALL SCHOOL MUSICAL	\$35.00	\$25.00
FFA	\$20.00	
FCCLA	\$20.00	
SWING CHOIR	\$35.00	
JAZZ BAND	\$35.00	
YES TEAM	\$35.00	

**\* Annual Maximum per Family: \$350.00**

**\*\* Scholarships available—contact Athletic Director \*\***

**DRIVER EDUCATION FEE \$300.00 (\$100.00 deposit plus \$200.00)**

**\*\*\* ATTENTION \*\*\***

**DISTRICT 2853 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, HAZING AND VIOLENCE**

1. Everyone at District 2853 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - A. Name calling, jokes or rumors;
  - B. Pulling on clothing;
  - C. Graffiti;
  - D. Notes or cartoons;
  - E. Unwelcome touching of a person or clothing;
  - F. Offensive or graphic posters or book covers; or
  - G. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Mr. Greg Schmidt.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
  7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
7. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the superintendent's office upon request.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, HAZING AND VIOLENCE ARE AGAINST THE LAW**  
**DISCRIMINATION IS AGAINST THE LAW.**

**CONTACT: Mr. Greg Schmidt**  
**HUMAN RIGHTS OFFICER**

2860 291st Ave.

Madison, MN 56256-3230

Phone: 320-752-4800

**SCHOOL BOARD POLICY PROHIBITING**  
**HARASSMENT AND VIOLENCE**

**I. GENERAL STATEMENT OF POLICY**

It is the policy of Joint Powers School District No. 2853 (the "School District") to maintain a learning and working environment that are free from religious, racial or sexual harassment and violence. The School district prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and face as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel. The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other personnel who is found to have violated this policy.

**II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT/VIOLENCE DEFINED**

1. **Sexual Harassment Definition:** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment may include but is not limited to:
    - D. Unwelcome verbal harassment or abuse;
    - E. Unwelcome pressure for sexual activity;
    - F. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
    - G. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
    - H. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
    - I. Unwelcome behavior or words directed at an individual because of gender.
2. **Racial Harassment Definition:** Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
  - A. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
  - B. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - C. Otherwise adversely affects an individual's employment or academic opportunities.
3. **Religious Harassment Definition:** Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- A. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
  - B. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - C. Otherwise adversely affects an individual's employment or academic opportunities.
4. **Sexual Violence Definition:** Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:
- A. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - B. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
  - C. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another, or
  - D. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
5. **Racial Violence Definition:** Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
6. **Religious Violence Definition:** Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
7. **Assault Definition:** Assault is:
- A. An act done with intent to cause fear in another of immediate bodily harm or death;
  - B. The intentional infliction of or attempt to inflict bodily harm upon another, or
  - C. The threat to do bodily harm to another with present ability to carry out the threat.
8. **Hazing Definition:** "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.

### **III. REPORTING PROCEDURES**

Any person who believes he or she has been the victim of religious, racial, sexual harassment, hazing, or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the school principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

1. **In Each School Building.** The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. Upon the receipt of a report, the principal must notify the School District Human Rights Officer immediately, with screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.
2. **In the District.** The School Board hereby designates Greg Schmidt as the School District Human Rights Officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.
3. The School District shall conspicuously post the name of the Human Rights Officer(s), including the mailing addresses and telephone numbers.
4. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporters future employment, grades or work assignments.
5. Use of formal reporting forms is not mandatory.
6. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

### **IV. INVESTIGATION**

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence. The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **V. SCHOOL DISTRICT ACTION**

1. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.
2. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

## **VI. REPRISAL**

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

## **VIII. HARASSMENT OR VIOLENCE AS ABUSE**

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, school officials are required by law to report violations to county officials. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

## **IX. DISSEMINATION OF POLICY AND TRAINING**

1. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
2. This policy shall appear in the student handbook.
3. The School District will develop a method of discussing this policy with students and employees.
4. This policy shall be reviewed at least annually for compliance with state and federal law.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

The right of a student to participate fully in classroom instruction and extra-curricular activities shall not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, marriage, or for any other reason not related to his/her individual capabilities.

## **STUDENT DISABILITY NONDISCRIMINATION**

1. Disabled students are protected from discrimination on the basis of a disability.
2. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs that such learners may receive a free appropriate public education.
3. For this policy, a learner who is protected under Section 504 is one who:
  - A. has physical or mental impairment that substantially limits one or more major life activities, including learning; or
  - B. has a record of such impairment; or
  - C. is regarded as having such impairment.
4. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.
5. Persons who have questions, comments, or complaints should contact the school district superintendent regarding grievances or hearing requests regarding disability issues. This person is the school district's ADA/504 Coordinator.

## **STUDENT SEX NONDISCRIMINATION**

1. Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.
2. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
3. It is the responsibility of every school district employee to comply with this policy.
4. Any student, parent, or guardian having questions regarding this policy should discuss it with the appropriate school district official provided by policy.

## **STUDENT, PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION**

1. Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.
2. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status, which treats students differently on the basis of sex.
3. The school district will not discriminate against any student, or exclude any student from its educational program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the receipt.

4. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
5. The school district will ensure that any separate and voluntary instruction program is comparable to that offered to non-pregnant students.
6. It is the responsibility of every school district employee to comply with this policy.
7. Any student, parent or guardian having questions regarding this policy should discuss it with the appropriate school district official provided by policy. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

### **REPORTING GRIEVANCE PROCEDURES**

1. Any student who believes he or she has been the victim of discrimination by a teacher, administrator or other school district personnel, or any person with knowledge, or belief, or conduct which may constitute unlawful discrimination toward a student, should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful discrimination toward a student directly to a school district human rights officer.
2. **In Each School Building:** The building principal is the person responsible for receiving oral or written reports or grievances of unlawful discrimination toward a student at the building level. Any adult school district personnel who receive a report of unlawful discrimination toward a student shall inform the building principal immediately.
3. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
4. The school board hereby designates the district superintendent as the school district human rights officer to receive reports, complaints or grievances of unlawful discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the school board chairperson.
5. The school district shall conspicuously post the name of the human rights officer including mailing addresses and telephone numbers.
6. Submissions of a good faith complaint, grievance, or report of unlawful discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.
7. Use of formal reporting forms is not mandatory.
8. The school district will respect the privacy of the complaint, the individual(s) against whom the complaint is filed, and the witness as much as possible, consistent with the school districts legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligation.

### **INVESTIGATION**

1. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
2. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incidents(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
3. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incidents constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
4. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, and administrators of other school personnel pending completion of an investigation of alleged unlawful discrimination toward a student.
5. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

### **SCHOOL DISTRICT ACTION**

1. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
2. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

### **REPRISAL**

- A. The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other personnel who retaliates against any person who reports, alleged unlawful discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

1. These procedures do not deny the right of any individual to pursue other avenues of resources, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **DISEMINATION OF POLICY**

1. This policy shall be made available to all students, staff members, employee unions, and organizations.

## **SCHOOL BUS POLICY**

### **I. Conduct on School Buses and Consequences for Misbehavior**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. The building Principal or the Principal's designee for school bus/bus stop misconduct will impose consequences. In addition, all school bus/bus stop misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

#### **1. School Bus and Bus Stop Rules**

**A.** 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.

#### **2. Rules at the Bus Stop**

**A.** Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.

**B.** Respect the property of others while waiting at your bus stop.

**C.** Keep your arms, legs and belongings to yourself.

**D.** Use appropriate language.

**E.** Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.

**F.** After getting off the bus, move away from the bus.

**G.** 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.

**H.** No fighting, harassment, intimidation or horseplay.

**I.** No use of alcohol, tobacco or drugs.

#### **3. Rules on the Bus**

**A.** Immediately follow the directions of the driver.

**B.** Sit in your seat facing forward.

**C.** Talk quietly and use appropriate language.

**D.** Keep all parts of your body inside the bus.

**E.** Keep your arms, legs and belongings to yourself.

**F.** No fighting, harassment, intimidation or horseplay.

**G.** Do not throw any object.

**H.** No use of alcohol, tobacco or drugs.

**I.** Do not bring any weapon or dangerous objects on the school bus.

**J.** Do not damage the school bus.

#### **4. Consequences**

**A.** Consequences for school bus/stop misconduct will apply to regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular 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.

##### **Secondary (7-12)**

- 1st offense warning
- 2nd offense-1-5 day suspension from riding the bus/meeting with parent
- 3rd offense-1-10 day suspension from riding the bus/meeting with parent
- 4th offense-1-20 day suspension from riding the bus/meeting with parent
- 5th offense-suspended from riding the bus for the remainder of the school year.

##### **Other Discipline**

- Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

##### **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. Report of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

##### **Vandalism/Bus Damage**

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

##### **Notice**

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

##### **Criminal Conduct**

- In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

## **PARENT AND GUARDIAN INVOLVEMENT**

### **1. Parent/Guardian Responsibilities for Transportation Safety**

- A. Become familiar with District rules and 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 responsibilities for the actions of their students.
- 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 procedures for emergency evacuation, and procedures in emergencies 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.

### **2. Parents and Guardian Notification**

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, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

**ALL RURAL FAMILIES LOCATED IN THE SCHOOL DISTRICT ARE ASKED TO CALL THE  
TRANSPORTATION DEPARTMENT IF THEIR CHILDREN ARE NOT GOING TO  
RIDE THE BUS IN THE MORNING.  
IN THE MADISON-MARIETTA-NASSAU AREA THE NUMBER TO CALL IS: 1-320-752-4846  
IN THE APPLETON, CORRELL, HOLLOWAY AND MILAN AREA THE NUMBER IS: 289-1871  
(BOTH ARE TOLL FREE CALLS)  
THE REASON FOR THE TELEPHONE CALL IS TO ALERT  
BUS DRIVERS WHEN STUDENTS WILL NOT BE RIDING.  
THIS WILL REDUCE OUR TRANSPORTATION COSTS.  
THANK YOU!**

## **LAC QUI PARLE SCHOOL DISTRICT #2853 INTERNET ACCEPTABLE USE AGREEMENT**

Please read this document carefully before signing. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Introduction**

The Internet offers a wealth of information resources for employees and students of Lac qui Parle Valley Public Schools. Like any tool, the Internet may be misused. Although there are many valuable resources on the Internet that can improve the services and productivity of the Lac qui Parle Valley Public Schools, there are many forms of inappropriate material that are unrelated to the educational purpose of the Lac qui Parle Public School's Internet access and computer use is the responsibility of the individual user. Misuse of the Internet, computer or equipment may lead to revocation of the employee, student or agent's Internet access and possible discipline, including suspension, expulsion, loss of credit, grade or discharge and/or criminal prosecution.

### **Scope**

This policy shall apply to all users of the Lac qui Parle Valley Public School's Internet access, computers and equipment, including but not limited to students, faculty, administrators, support staff, agents and board members. This policy shall apply to the use of the Lac qui Parle Valley Public School's Internet access provided by any means.

### **Systems/Property Rights**

The information, communication, processing, and storage resources provided by the Lac qui Parle Valley Public Schools are the sole property of the school district. Files, data, and other communication created, originating from, or stored on the school district's hardware, software, computer disks or other electronic systems are also the property of the Lac qui Parle Valley Public Schools and are considered the school district's property and the purpose of this policy. The school district's ownership and control over its systems shall apply regardless of how and where a user accesses the school district's systems.

### **Privacy**

The Lac qui Parle Valley Public Schools can and will inspect information and files stored, processed, or communicated by or through its information systems without further notice to users. Users of the Lac qui Parle Valley Public School's computers, equipment and Internet access through the school district shall have no expectation of privacy related to such use.

### **Internet Safety**

Lac qui Parle Valley School District reserves the right to limit access to potentially inappropriate sites and materials on the internet or software. In accordance with Minnesota State Statutes and Federal Act, this will include the use of a technology protection measure (filtering system) that will be updated in an ongoing attempt to prevent intentional or unintentional access to anything inappropriate as described in the "Unacceptable Use" section of this document. This safety policy also includes the authority for school district staff to monitor on-line activities of minors. (See p. 25 for form)

### **Unacceptable Use**

All Lac qui Parle Valley Public School systems, equipment and Internet access must be used for business-related and/or educational purposes. Users shall not use the Lac qui Parle Valley Public Schools computers, equipment, and internal or external E-mail or Internet access for any of the following purposes:

1. To access, upload, download, transmit, receive or distribute pornographic, obscene, abusive, or sexually explicit materials containing unclothed or partially clothed people.
2. To transmit or receive obscene, abusive or sexually explicit language or profanity.
3. To violate any local, state or federal law or engage in any type of illegal activities.
4. To vandalize, damage or disable the property of another person or organization.
5. To access the materials, information or files of another person or organization without permission.

6. To violate any applicable state, federal and international copyright, trademark or intellectual property laws and regulations or otherwise use another person or organization's property without prior approval or proper attribution consistent with copyright laws, including unauthorized downloading or exchanging of pirated or otherwise unlawful software or copying software to or from any Lac qui Parle Valley Public School computer.
7. To engage in any form of gambling.
8. To engage in any type of harassment or discrimination, including but not limited to sexual harassment and harassment or discrimination based upon race, gender, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability or any other type of harassment or discrimination prohibited by law and Lac qui Parle Valley Public School policy.
9. To engage in any type of commercial enterprise unrelated to the specific purposes and needs of the Lac qui Parle Valley Public Schools.
10. To engage in any form of solicitation without the consent of their supervisor.
11. To promote any political or private causes or other activities that are not related to the business purpose of the Lac qui Parle Valley Public Schools.
12. To enter into financial or contractual obligations without the prior express written consent of the Lac qui Parle Valley School Board. Any financial or contractual obligation entered into by a user without the express prior consent of the Lac qui Parle Valley School Board shall be the sole responsibility of the user.
13. To review or access any materials related to obtaining or using any controlled substances or products without the express written permission of their supervisor.
14. To advocate or access information advocating any type of unlawful violence, vandalism or illegal activity.
15. To access any Internet Relay Chat (IRC) rooms.
16. For employees to engage in job search activities outside of the Lac qui Parle Valley Public Schools.
17. Social Media (unless requested by the teacher)

### PRIVILEGES

**The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Lac qui Parle Valley School District staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Lac qui Parle Valley School District may request the system administrator to deny, revoke, or suspend specific user accounts.**

### NETWORK ETIQUETTE

Electronic Mail (Email) for personal use must be transmitted and received in the Media Center.

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal your personal address or phone numbers of students or colleagues.
4. Note that electronic mail (Email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property numbers of students or colleagues.

### Disclaimer

Lac qui Parle Valley School District makes no warranties of any kind, whether expressed or implied, for the computer service it is providing. Lac qui Parle Valley School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Lac qui Parle Valley School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your Lac qui Parle Valley District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

### Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

**Nondiscrimination statement:** The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

## INTERNET USE AGREEMENT - STUDENT

### STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

### SUPERVISING TEACHER

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

## INTERNET USE AGREEMENT - EMPLOYEE

### SCHOOL DISTRICT EMPLOYEE

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 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 waives the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit 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 \_\_\_\_\_

### Sharing of Student Data:

- If you do not want LqPV to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Mr. Sawatzky, 5-12 principal, in writing or by completing the annual online registration by September 15th. LqPV has designated the following information as directory information: **[Note: a Local Education Authority (LEA) may, but does not have to, include all the information listed below.]**
  - Student's name
  - Address
  - Telephone listing
  - Electronic mail address
  - Photograph
  - Date and place of birth
  - Major field of study
  - Dates of attendance
  - Grade level
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
  - Degrees, honors, and awards received
  - The most recent educational agency or institution attended
  - Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
  - A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

### Education Data Q & A:

This information is designed to help parents and students with their questions about the collection and use of education data. Education data are governed by state law ([Minnesota Statutes, section 13.32](#)). Education data are also governed by federal law, the [Family Educational Rights and Privacy Act](#) (FERPA), and its federal regulations.

**Note:** Minnesota law uses the phrase educational data to describe data related to students maintained by a public school and federal law uses the phrase education records. This document uses the phrase education data to refer to both the federal and state laws. Education data can be in any form including handwriting, print, electronic data, video, etc.

#### **What are education data?**

Education data are maintained by a public educational agency or institution and relate to a student or parent, and include health data of students under age 18. Data held by contractors performing an institutional service or function are also education data.

#### **Who can access my student's education data?**

In general, education data are classified as private under state law in Minnesota. Federal law also generally protects the privacy rights of parents and students. Mostly only parents, students, and school officials may access education

data, but there are several exceptions (e.g., directory information, health and safety emergencies, alcohol and controlled substance violations).

### **Who is a school official?**

Each school determines who qualifies as a “school official.” School officials are allowed access to private education data without the consent of the parent or student, if they have a legitimate educational interest (as determined by the educational agency). This is an exception to the general rule that education data are private and may not be disclosed without consent. Also, the annual FERPA notice must identify who outside the school is also a school official.

### **What is directory information?**

“Directory information” is defined by FERPA as certain education data that is available to anyone in the public. Under federal law, the school must notify parents each year which education data it decides are “directory information.” Parents have the right to refuse (“opt-out”) to let the school include any of their student’s data as directory information; the annual notice to parents must explain how they can refuse. Examples of directory information are: a student’s name, home address, telephone number, email address, photograph, date and place of birth, enrollment status and major field of study. Social Security Numbers are not allowed to be included as “directory information” (Advisory Opinion 04-024).

### **Can non-custodial parents get access to their child’s education data?**

Yes, parents get access to their child’s education data even if the child doesn’t live with the parent, unless there is a state law, court order or other legal reason that doesn’t allow it (i.e., a parent’s rights have been terminated) (Advisory Opinion 05-006).

### **Can students give consent for the release of their education data?**

Once a student turns 18 or enters a post-secondary institution, a parent’s right to give consent transfers to the student. Until that time, the student may not give consent to the release of his/her education data. Parents may still access the education data if the student is claimed as a dependent on a parent’s income tax return.

### **Can I get information about my student’s teachers?**

Yes, parents can access certain data about teachers. [Minnesota Statutes, 13.43, subdivision 2](#), lists the data that are public about government employees. This includes a teacher’s name, salary, education and training, job location, and work telephone number.

### **Can military recruiters access my student’s education data?**

This can be a confusing question because state and federal law don’t match. Though Minnesota law seems to require schools to disclose the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiters, federal law has limited the disclosure of this information. In general, if: 1) the school has designated those items as directory information; 2) the parent has not refused to allow a school to disclose directory information; and 3) the parent has not opted out of disclosure to military recruiters, then the school may disclose name, address, and home telephone number. Schools must offer parents the opportunity to say no to both disclosures, and if the parent opts out of either, a school must get parental consent to disclose the data to military recruiters (Advisory Opinion 01-078).

### **My student attends a private school, does Minnesota Statutes, section 13.32 apply to us?**

In general, unless the school is under contract with a government entity, the Data Practices Act does not apply to private schools. The federal law, FERPA, applies to a private school only if that private school receives funds from the U.S. Department of Education.

**My student’s teacher took notes on a presentation that my student gave. Can I have access to those notes?**

Under both federal and state law, teachers’ (or substitutes’) notes that they don’t share with anyone else – commonly called “desk drawer notes” – are not considered government data and cannot be accessed as part of a data request. Under state law, these notes must be destroyed at the end of each school year.

A related topic - under state law, notes made by "supervisors, administrators or related personnel" **are** considered government data so parents can access those notes.

**Can I see surveillance videos of students and school staff?**

Surveillance videos maintained by a school are likely private education data. The videos could be public if the school has designated surveillance videos as directory information in its annual FERPA notice. If school staff members are the subjects of a video or portions of a video, those images are personnel data (Minnesota Statutes, section 13.43) and may be public or private, depending on what the images show. Minnesota courts and Advisory Opinion 07-016 provide some guidance (public data may be withheld if it’s not possible to separate the public data from private data; school video from an event open to the public is public).

**Sharing of Education Data**

Sometimes schools must or may [share education data](#) with other units of government. They also may share education data [when a student transfers](#) to another school.