

# PLHS Student and Parent Guide

## TABLE OF CONTENTS

|   |   |
|---|---|
| <b>Academics..... 2-4</b><br>Class rank, grade point averages, and honor roll<br>Grading system<br>Minimum course load<br>Minimum standards for grade promotion<br>Parent/Teacher Conferences<br>Report cards<br>Requirements for a diploma<br>Requirements for early graduation<br>Schedule changes<br>Special information about academic programs<br><br><b>Commencement and Senior Awards..... 4</b><br>Special needs programs<br>Board scholar Program<br>Commencement exercises<br>Requirements for participation in Commencement<br><br><b>Contact Information ..... 5</b><br>E-mail<br>Guidance Office / Assistant Principal<br>Telephone numbers<br><br><b>Activities ..... 6-7</b><br>Athletics<br>Regulations for participants<br>Code of Conduct<br>Student activity advisors<br>Student Council<br><br><b>Attendance ..... 8-10</b> | <b>Expectations for Conduct..... 11-16</b><br>Open Period<br>Consequences for Inappropriate Behavior<br>Dress Code ● Head Gear<br>Public Display of Affection<br>Hacky sack<br>18 year olds<br>Food and Beverages<br>Information Technology/Internet<br>Parking<br>Radio, Electronic Music Devices, Pagers & Cell Phones<br>Cell Phone/Electronic Media Device Policy<br>Student Grievances<br>Tennessean Warning<br><br><b>Miscellaneous Information ..... 17-19</b><br>Bulletin boards and posters<br>Dances<br>Fees<br>Lockers<br>Media center<br>Other information<br>Visitors<br><br><b>Health and Safety ..... 20-22</b><br>Chemical health programs<br>Health services<br>Insurance for student injuries<br>Police Resource Officer<br>Reporting an accident<br><br><b>District Policies and Procedures ..... 22-31</b><br>Bullying<br>Communications<br>Crisis Management Policy<br>Data privacy / Release of student information<br>Pledge of Allegiance<br>Records<br>Religious, racial and sexual harassment, violence, or hazing<br>School closings<br>Student lunches<br>Title IX compliance<br>Transportation information and student conduct<br>Student Discipline<br>Student Code of Conduct<br>Zero Tolerance Behavior<br>Removal From Class |
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### District #719 Equal Opportunity Policy

Prior Lake-Savage Area Schools is committed to a policy of nondiscrimination. The district will not discriminate in any matters concerning staff, students, education programs and services, and persons with whom the board does business. In compliance with existing federal and state statutes and regulations, the district does not discriminate against any person on the basis of race, gender, religious beliefs, national origin, economic status, age, sexual orientation or disability. Questions about this policy or any concerns about compliance should be directed to:

Assistant Superintendent  
Independent School District #719  
4540 Tower Street SE  
Prior Lake, MN 55372  
952-226-0000

## A C A D E M I C S

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### **Class rankings, grade point averages (G.P.A.), and honor roll**

Cumulative grade point averages and class rankings are computed each quarter and will include grades for courses taken by post-secondary options students at the end of Quarter 2 and Quarter 4. GPA is computed on a scale with A+ (4.0), A (4.0), A- (3.7), B+ (3.4), B (3.0), B- (2.7), C+ (2.4), C (2.0), C- (1.7), D+ (1.4), D (1.0), D- (0.7), and F (0.0). Information regarding your class ranking may be obtained from your counselor in the guidance office two weeks following the completion of the term.

**Students are eligible for honor roll designation if their term GPA is 3.0 or better and if no grade is below C-.**

### **Grading system**

The high school uses a grade system of A-F in most courses. Students may also earn an "I" or a "P".

#### **Grade Explanation:**

- I **Incomplete:** Student has failed to complete all course requirements before the end of the marking period. All "Incompletes" must be made-up by two weeks after the term ends. The "Incomplete" will be changed to an "F" if all work is not completed within that time. Students may ask that teachers request extensions of time. Such requests will be forwarded to the assistant principal.
- P **Passing:** Student has demonstrated special needs who is working up to their ability or is in a special circumstance and the passing grade is approved by the principal.

### **Minimum course load**

All students must carry a minimum load of six (6) courses per term. Juniors and seniors may take up to two (2) quarters of open periods per year. Special circumstances may dictate that a senior can take five (5) credits per term pending counselor approval.

### **Minimum standards for grade promotion**

Students are expected to attain the following minimum number of credits to reach the corresponding grade levels:

| <b><u>GRADE</u></b> | <b><u>CREDITS</u></b> |
|---------------------|-----------------------|
| 12 <sup>th</sup>    | 50 credits or more    |
| 11 <sup>th</sup>    | 36 credits or more    |
| 10 <sup>th</sup>    | 18 credits or more    |

Should students not obtain the minimum number of credits, summer school and other credit recovery options will be strongly recommended. Failing classes could delay graduation unless a sufficient number of credits are made up. All required courses failed must be retaken and passed prior to graduation. Students who are behind in credits should make an appointment to see their counselor regarding options for credit completion.

### **Parent/Teacher conferences**

|           |             |                 |
|-----------|-------------|-----------------|
| Quarter 1 | October 13  | 3 hours/evening |
| Quarter 2 | December 8  | 3 hours/evening |
| Quarter 3 | February 23 | 3 hours/evening |
| Quarter 4 | April 25    | 3 hours/evening |

### **REPORT CARDS**

Grade reports are posted at the end of each term. In addition, parents and students can track student progress for each class on Student/Family Access throughout the term. Teachers will update grades approximately every two weeks. Parents are encouraged to contact teachers at any time during the school year to discuss their child's academic progress.

## REQUIREMENTS FOR A DIPLOMA

### A. Credits and Graduation Requirements

#### Credits and Grad Requirements for 2017-2020

| Course   | Required Credits<br>for 2017 | Required Credits<br>for 2018 | Required Credits<br>for 2019 | Required Credits<br>for 2020 |
|--|------------------------------|------------------------------|------------------------------|------------------------------|
| <b>Communications</b>                                    | <b>12</b>                    | <b>12</b>                    | <b>12</b>                    | <b>12</b>                    |
| <b>Social Studies</b>                                    | <b>10.5</b>                  | <b>10.5</b>                  | <b>10.5</b>                  | <b>10.5</b>                  |
| <b>Mathematics</b>                                       | <b>9</b>                     | <b>9</b>                     | <b>9</b>                     | <b>9</b>                     |
| <b>Science</b>   | <b>9</b>                     | <b>9</b>                     | <b>9</b>                     | <b>9</b>                     |
| <b>Physical Education</b>                                | <b>1.5</b>                   | <b>1.5</b>                   | <b>1.5</b>                   | <b>1.5</b>                   |
| <b>Health</b>  | <b>1.5</b>                   | <b>1.5</b>                   | <b>1.5</b>                   | <b>1.5</b>                   |
| <b>Arts</b>  | <b>3</b>                     | <b>3</b>                     | <b>3</b>                     | <b>3</b>                     |
| <b>Electives</b>   | <b>16.5</b>                  | <b>16.5</b>                  | <b>16.5</b>                  | <b>16.5</b>                  |
| <b>Total credits required<br/>to earn a PLHS diploma</b> | <b>63</b>                    | <b>63</b>                    | <b>63</b>                    | <b>63</b>                    |

As we continue our transition from a seven-period trimester schedule to a six-period quarter schedule, it may be helpful to note the following credit information:

1 quarter = .75 credit      1 semester = 1.5 credits      1 year = 3 credits

### B. Minnesota Basic Skills and GRAD/MCA II Testing Requirements:

Based on new legislation, the graduation assessment requirements have changed. Additional information will be provided as soon as possible once a comprehensive review of the new requirements is completed.

#### Requirements for early graduation

An application for early graduation must be filed with your counselor and then approved by the principal by the end of the first quarter of your senior year. The application form will outline all the requirements necessary for early graduation.

## Weighted Grading System

Per policy 621.1, in selecting elective courses which have multiple levels of difficulty, capable students should be encouraged to select the most appropriate level. Weighting of course credit in more difficult levels would provide an extra incentive to reward students for challenging themselves.

Courses designated as "weighted courses" will have grade point value increased by a factor of 1.10 above that of non-weighted courses.

#### Schedule changes

Students are to plan their course selection carefully with their counselor and parents to avoid the need for program changes. Students will have access to their class schedule well in advance of the beginning of the each term. Requests for changes, other than those necessary for educational reasons, or errors we have made in recording your requests, will not be granted. Students must submit a schedule change request form during the designated timeframe (typically 1-2 weeks prior to the start of a new term) for consideration.

Any course dropped after the first (5) days of any term will be recorded as a failure for the quarter. Exceptions will be considered only in cases of prolonged illness.

Schedules will not be changed to accommodate specific hours for open periods (ex. early release or late arrival). Early release and late arrival will be granted only to students who meet the criteria established by the administration in accordance with state law.

#### Special need programs

The district takes pride in the quality of staff and the variety of programs available to students with special needs for learning. Many regular classroom and special education teachers have received various awards for their extraordinary efforts to accommodate the needs of their students.

Special needs programs offered within the school district or in cooperation with the Minnesota River Valley Special Education Cooperative, include (please note this is an overview of services provided. It is up to the IEP Team to decide what the best placement option for the student is):

- Early Childhood (ECSE) and Home Based (ages 0-5), call 952-226-0000 for information
- Specific Learning Disability (SLD)
- Speech and Language Therapy (SLP)
- Developmentally Cognitively Disabled (DCD)
- Emotional Behavioral Disorders (EBD)
- Autism Spectrum Disorder (ASD)
- Positive Learning Understanding Self (PLUS)
- Lifeskills

Other programs offered by the district are:

- English as a Second Language (ESL)
- SYNERGY – Gifted and Talented Program
- Title 1 – federal program for students with special needs in reading/language arts and math

**Section 504.** Section 504 is a federal regulation that prohibits discrimination against persons with a disability in any program with federal financial assistance. It defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment. (34 Code of Federal Regulations Part 104.3)

*Classroom teachers and parents refer students for accommodations. Students must meet specific criteria to receive accommodations. For more specific information, contact the building principal.*

## **C O M M E N C E M E N T   A N D S E N I O R   A W A R D S**

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### **Board Scholar Program**

Freshmen, sophomores or juniors whose cumulative grade point average is 3.8 or above at the end of any academic year will be designated as a Board Scholar. Underclass board scholars will receive a certificate of achievement annually.

Seniors whose cumulative grade point average through 3<sup>rd</sup> quarter of their senior year is 3.8 or higher will be recognized as Board Scholars, noted at commencement.

Seniors whose cumulative grade point average through 3<sup>rd</sup> quarter of their senior year is 4.0 or higher will be recognized as Distinguished Board Scholars; honored at commencement.

### **Commencement exercises**

Commencement exercises are held at the end of the school year. Students desiring to participate in the ceremony must participate in the scheduled commencement practice.

### **Requirements for participation in Commencement**

In order to participate in commencement exercises, a student must have started high school as a 9th grader during the 2012-2013 school year, and have accumulated at least 58 credits by the end of the third quarter of the 2016-2017 school year, and be actively engaged in the completion of the remaining 10 credits.

# **C O N T A C T   I N F O R M A T I O N**

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## **E-mail**

Staff members can be contacted via e-mail if parents have questions that arise. Teacher's e-mail addresses follow this simple formula: first initial + last name@priorlake-savage.k12.mn.us. So, Mr. Joseph Kuboushek's e-mail address, for example, is jkuboushek@priorlake-savage.k12.mn.us.

## **Guidance Office/Assistant Principal/Dean of Students**

Each student is assigned to a counselor who will assist students with program planning, scheduling, career exploration, personal concerns and post-secondary education. Students can visit their counselor or sign up for an appointment in the guidance office. Parents can contact the guidance office by calling 952-226-8602.

The Assistant Principals handle disciplinary issues and exceptional situations with regard to students' academic programs. The Deans handle all attendance issues for students. Contact the Student Services office at 952-226-8600 to reach the Assistant Principals and Deans.

## **Telephone numbers**

Please note the following new phone numbers for your use in contacting the high school staff. To reach the extensions and voice mail of individual staff members, please call area code 952 and the following number:

|   |          |
|---|----------|
| High School Main Number .....                     | 226-8600 |
| Attendance (24 hours) .....                       | 226-8601 |
| Nurse .....                                       | 226-8781 |
| Counseling/Guidance Office .....                  | 226-8602 |
| Activities and Athletics .....                    | 226-8690 |
| Community Education (Including Drivers' Ed) ..... | 226-0080 |
| District Office .....                             | 226-0000 |

## A C T I V I T I E S   A N D   A T H L E T I C S

Co-curricular activities are an integral part of the high school experience. They can add to the student's enrichment of life as well as contribute to skills and knowledge. All students are encouraged to participate in co-curricular activities. Co-curricular participation leads to personal development, learning valuable life lessons and experiencing true school spirit.

Activities are open to all students who agree to abide by Minnesota State High School League and Prior Lake High School rules regarding tobacco, drugs and alcohol, harassment and hazing, and who meet minimum academic eligibility requirements. In addition to MSHSL penalties, other consequences may apply for code of conduct violations. Specialized clubs (e.g., National Honor Society) have specific prerequisites and rules. The activity advisor will provide students with these requirements.

### Activities

The following activities are available to students at PLHS. All of the activities below also compete within the South Suburban Conference unless noted by an asterisk. (\*)

**Girls:** Alpine skiing, basketball, cheerleading, cross country running, cross country skiing, dance team, golf, gymnastics, hockey, lacrosse, soccer, softball, swimming, synchronized swimming\*, tennis, track, volleyball.

**Boys:** Alpine skiing, baseball, basketball, cheerleading, cross country running, cross country skiing, dance team, football, golf, hockey, lacrosse, soccer, swimming, tennis, track, wrestling.

**Boys and girls:** Instrumental music, Knowledge bowl, Ski/Snowboard Club\*, Mock trial, National Honor Society, LIVE\*, SADD\*, Speech, Student Council\*, Theater (fall\*, winter, spring\*), Vocal Music, Yearbook\*. There is also a program called Student Lead Clubs and Organizations that help students start clubs based on their own interests.

### Regulations for participants

*The policies and regulations included below are only a part of the guidelines program participants must follow. These policies and regulations shall apply to all Prior Lake High School co-curricular activities. It includes all activities sponsored by the Minnesota State High School League/South Suburban Conference. A complete explanation of program regulations is available in the Athletics/Activities Office.*

#### 1) ACADEMIC REGULATIONS

A. To maintain eligibility, students shall be making satisfactory progress towards graduation. Grades are checked every two weeks. If students are not passing a class, they will not be eligible to participate.

2) STUDENT TRANSFER RULE: Some transfer students may not be eligible for varsity athletics immediately. Please refer to the MSHSL transfer rule at [www.MSHSL.org](http://www.MSHSL.org) or contact Russell Reetz, Activities Director, to find out how the transfer rule applies to you.

#### 3) TRAINING RULES: ALCOHOL - TOBACCO - DRUGS - SEXUAL HARASSMENT - HAZING

Prior Lake High School training rules exceed the minimum Minnesota State High School League guidelines in some instances.

A. ALCOHOL - A student shall not use, possess or procure a beverage containing alcohol at any time during the year (including summer), regardless of the quantity. Students who violate this rule shall be suspended from participation in all school-sponsored activities for the time specified below. In addition, police are required to report to schools when they ticket minors with use, possession, or procurement of alcohol, tobacco or other drugs. It is the policy of this school to invoke Minnesota State High School League suspensions from participation in co-curricular activities for students who are ticketed with possession or procurement of alcohol, tobacco or other drugs as well as for use of any of these. The activities director and/or assistant principal will contact students who are so ticketed when the school receives reports from police.

B. TOBACCO - A student shall not use, possess, or procure tobacco or a nicotine delivery device anytime during the year (including summer). Students who violate this rule shall be suspended from participation in school activities for the time specified herewith:

Penalties: Same as alcohol.

C. DRUGS - A student shall not use or consume, have possession, buy, sell or give away marijuana or any substance defined by law as a drug, unless specifically prescribed by his or her doctor of the student's own use, anytime during the year (including the summer). Students who violate this rule shall be suspended from participation in all school-sponsored activities for the time specified herewith:

Penalties: Same as Alcohol and Tobacco.

Before being readmitted to activities following suspension for violating the drug or marijuana rule, the student shall also show written evidence that he or she has sought or received assessment and counseling from an

acceptable agency or a professionally competent person such as a medical doctor, psychiatrist, psychologist, drug counselor or school counselor.

- D. **SEXUAL HARASSMENT/VIOLENCE/HAZING** - During the school year, a student shall not violate the racial/religious/sexual harassment and racial/religions/sexual violence bylaws of the Minnesota State High School League.

Penalties: Same as Alcohol, Tobacco and Drugs.

**1. First Violation**

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next six (6) weeks of a season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program. If the violation occurs between seasons, the suspension begins the Monday of the week of the upcoming season.

**2. Second Violation**

Penalty: After confirmation of the second and any subsequent violations, the student will lose eligibility for a minimum of one calendar year. After that time, the student may petition for reinstatement of his/her eligibility. The activities director will explain that process to the student upon request.

**Please see the activities handbook for further clarification of policies and procedures.**

### **CODE OF CONDUCT**

If it is determined that a student-athlete/activities participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur the activities director and assistant principal will discuss the matter with the athlete/activities participant. Depending on the visibility and severity of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captains position, dismissal from a team, in-school or out of school suspension. A penalty may count in the sequence of MSHSL violations.

Examples of inappropriate behavior that will likely result in a penalty: (This list is not all-inclusive)

- \* Theft
- \* Hosting a party where alcohol or other drugs are being used
- \* Disrespect to a teacher or other staff member
- \* Vandalism
- \* Cheating
- \* Attending any event knowing illegal activity will take place and that the purpose for attending for most students is to participate in that illegal activity. (Example: End of the school year party).
- \* Inappropriate pictures, language, sexual references, chemical references on Facebook/Twitter or any other website like it.

### **Student Activity Advisors**

For information about each of the following student organizations, see the advisor or contact person whose name is given in parentheses: LIVE (VanHorne,); Theatre (Hoks); Instrumental (Koehlmoos and Schramm); Knowledge Bowl (Olsen); Mock Trial (Gaudette and Daggit); National Honor Society (Lecceardone-Brown); Speech (Ingles); Student Council (Ingles); Yearbook (Grimme); Vocal (Hahn and Erlandson); Eco Team (Steinberg); National Business Honor Society (Reinhardt); National Art Honor Society (Malmgren)

### **Intramurals**

The high school will offer a variety of intramural activities including; volleyball, basketball, ultimate Frisbee, and flag football. Intramurals will be open to all students at Prior Lake High School.

### **Student Council**

Student Council promotes open communication between administration, faculty, and students on issues relevant to this school. We attempt to encourage unity among students and promote student involvement. The election of class officers and student council representatives is held each spring. The Student Council advisor is Mr. Nick Ingles.

# ATTENDANCE

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## Student Attendance

A major student responsibility at all grade levels is regular attendance. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. State law requires every child between seven and 16 years of age to receive instruction. Students with excessive absences will be considered truant. Establishing a pattern of good attendance will benefit the student in school and in the workplace. The district has established more detailed guidelines for high school student attendance, as follows:

**Expectation** - With the exception of school-authorized and verified absences, high school students are expected to attend class every day.

**Maximum Absence Rule** - Students will not receive credit for a specific class in which excused AND unexcused absences reach 7 in one quarter, (INCLUDING those accumulated through tardiness, but excluding school-authorized absences) except for those absences specified below. Upon the 7<sup>th</sup> absence, the student will receive a grade of “no credit” (NC), “fail”, or a possible grade and credit through the appeals process. This process may result in:

- The student will receive an “NC” if the student remains in class, follows behavioral expectations and meets all course requirements by the end of the semester. An “NC” will have no effect on the student’s grade point average.
- The student will receive an “F” if he or she is disruptive and has to be removed from the class and placed in ISS for that hour for the remainder of the quarter, if he or she chooses to leave the class, or if he or she does not meet all course requirements. An “F” grade will have a negative effect on the student’s grade point average.
- The student may receive credit and earned grade if the student remains in the class, follows behavioral expectations, improves attendance, and meets all course requirements by the end of the quarter. The committee may grant the appeal, resulting in reinstatement of credit or deny the appeal, resulting in loss of credit in the course(s).

## Types of Absences:

**Absences which are NOT counted in the maximum absence rule include, but are not limited to the following:**

- School-sponsored curricular and co-curricular activities;
- Official religious holidays;
- Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent);
- Unique or emergency circumstances which are authorized (or, whenever possible, pre-authorized) by a school administrator;
- Chronic or long-term illnesses (3 or more consecutive days), which are verified by a doctor’s signed statement and authorized by the school administrator, and
- Authorized appointments with school personnel
- In School Suspension and Out of School Suspension.

**Absences which ARE counted in the maximum absence rule include, but are not limited to the following:**

- Verified -- Absences which are verified by the parent or guardian with reasons accepted by the school, such as illness, medical or dental appointments that cannot be made outside of school time; court appearances; pre-authorized, pre-planned absence of one day or more (arranged prior, preferably at least one week, to the absence in order to be verified).
- Unexcused -- Unexcused absences are inappropriate and insubordinate and will be treated with consequences for misbehavior outlined in district policy. Unexcused absences occur when a student chooses to be absent from school without the approval of the school. Such absences include, but are not limited to, truancy, oversleeping, car trouble and planned absences which were not pre-approved by the school. Consequences will be assigned to students who have unexcused absences following current guidelines.
- Tardies -- Tardies are defined as being late to class without a pass. Three tardies per class equals one absence and will be counted in the maximum absence rule. Consequences may be assigned to students with excessive tardies.



## **If you are absent from school, please do the following:**

1. Parents are to call the school between the hours of 7:30 am and 3:30 pm on the day a student is absent to give the reason for absence. Parents will be notified by phone after the school day if their student was marked absent for any or all periods. **Students must clear an absence in 24 hours or be considered truant, and an appropriate consequence will be assigned.**
2. If no telephone contact has been made on the day of the absence, a note signed by a parent stating the reason for the absence must be presented to the school's attendance secretary prior to first hour on the day the student returns. The school will then determine whether the absence meets the criteria to be regarded as excused.
3. Students are responsible for all academic work missed during an absence. Teachers will give their make-up work policy to students at the beginning of each term. Generally, two days will be allowed to make up work for each day of excused absence.

While parents have the authority to remove their students from school at any time and for any reason they choose, the school has the responsibility, under state law, to determine whether the absence is excused, and if not, to take corrective action, frequently including disciplinary consequences.

Regular attendance is necessary to maintain a good scholastic record. Excessive absenteeism is harmful to both academic and social development and may jeopardize the student's opportunity to be promoted with their class and to participate in extracurricular activities. Excessive absenteeism is a primary cause of low grades.

**The school attendance policy and state law, in general, do not accept the following as excused absences:**

**1) oversleeping; 2) parents needing an errand performed; 3) haircuts and beauty appointments; 4) friends or relatives visiting; 5) pets needing care; 6) friends or relatives needing a ride; 7) shopping ; 8) missed bus or vehicle problems except in extremely severe weather; 9) senior pictures; 10) non-family vacations; 11) going out for breakfast or lunch. These excuses are viewed as inappropriate disruptions of the student's education, both by the school district and by state law.**

**Students who miss all or parts of a school day due to a dental, medical or other appointment must provide written note from the dental, medical office where they received treatment. This note must be on the office's letterhead, state the date and time of the appointment, and be signed by an employee of the office. This note must accompany the student if they return the same day or be turned into the office the next morning.**

Students with a history of excessive absences may, at the discretion of the administration, be placed on attendance contracts that limit the total number of allowable absences whether excused or unexcused. Those who exceed the limit may lose credit for their classes.

Students with excused absences, regardless of the reason, will be given opportunity to make up missed class work in order to continue their educational progress. This includes out-of-school suspensions and in-school suspensions.

Suspended students must make their own arrangements to get makeup work until they return from suspension.

**Tardiness:** Any student arriving after 8:20 is considered truant. Students arriving at school after 8:05 a.m. but before 8:20 a.m. will be considered tardy and should report directly to first hour.

**Leaving school during the day:** Students must remain in the building unless given permission to leave by an Assistant Principal.

**Detention:** Teachers may assign students to stay before or after school for academic or disciplinary reasons with one day's notice. School-wide detentions; to which administrators and counselors may assign students, are held Tuesday morning, and Thursday morning and afternoon.

**Early Release/Late Arrival:** State regulations require that the minimum length of the school day be six hours excluding lunch. All students must be enrolled for the entire six hour day. There are two exceptions to this rule:

1. Students enrolled in a school-sponsored work program may be excused early for work.
2. Students who are in their junior or senior year may be excused from their 1<sup>st</sup> or 6<sup>th</sup> hour class provided they
  - a. Are enrolled in an open period, (no schedule changes will be made for this purpose);
  - b. Abide by all rules stated on the early release form;
  - c. Obtain written permission from a parent on the release form;
  - d. Remain in good standing with regard to academic progress, behavior, and attendance.
3. Students are not granted early release/late arrival until lists are posted. Generally 3-5 days after submission.

**Absences Due to Family Vacations:** Interruptions of education due to prolonged absences from school can be damaging to a student's academic progress. An effort has been made to build into the school year calendar opportunities for families to take vacation, such as spring break, winter break, etc. Nevertheless, we understand

that some family vacation plans conflict with the school calendar and we want to work with parents and students to ensure that a student's academic progress is minimally affected.

If your family's vacation plans conflict with school, the following steps need to be taken in advance of the trip in order for the absence to be excused:

1. Parents need to contact the attendance secretary at least one week prior to the vacation.
2. Students need to pick up the "Parental Requests for Extended Absence" form in the attendance office and have it signed by each of their teachers.
3. Students need to make arrangements for make-up work with each teacher.  
Students will be able to take final exams early only at the discretion of an administrator. Finally, please try to avoid scheduling vacations during the last week of the quarter/semester.
4. **Vacations taken during school days will count toward the 7 absence rule.**

**"College Days":** Juniors are excused from school for one day to investigate post-secondary educational options such as college, the military, technical schools, and/or apprenticeship programs. Seniors are allowed as many as two such days. Prior to taking a college visit day, students must have written parent permission in the PLHS attendance office. Students must provide proof of their visit to post-secondary programs or institutions upon returning to school the following day. This proof must include the name and phone number of a staff member at the program or school the student visited with whom the student had contact during the visit. **College days will count toward the 7 absence rule.**

#### **Attendance at State Athletic/Activity Meets**

While we celebrate and are proud of our students' accomplishments in athletics competition, we have experienced serious misuse of the attendance rules when state tournament time arrives. In an effort to make sure that students and parents follow/understand the procedures regarding state tournament attendance, the following are the rules we will use.

#### **If a Prior Lake team or individual athlete advances to the state competition:**

1. Students must obtain written permission from parents that must be turned into the attendance office before the student leaves for the tournament. NO PHONE CALLS WILL BE ACCEPTED THE DAY OF THE TOURNAMENT.
2. Students must bring a ticket stub from the day's event to the attendance secretary upon their return to school.

#### **If no Prior Lake teams or athletes are involved in the state competition:**

1. Only members of the varsity, J.V. and B squads in that particular sport are eligible to attend the state tournament.
2. Student needs prior written permission from parents to attend the event, and must turn in a ticket stub upon return to school.

# EXPECTATIONS FOR STUDENT CONDUCT

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To be successful at Prior Lake High School, students should:

- Demonstrate respect for yourself, peers, your environment, and staff.
  - Dress appropriately
  - Accept redirection from staff
  - Show common courtesy
  - Express yourself in a way that is not offensive to others
- Take an active role in your learning.
  - Complete assignments on time
  - Stay on task during class time
  - Be prepared for class each day
  - Ask for help when needed
  - Check teacher websites/Family Access frequently
- Attend all classes on a daily basis.
  - Be punctual
  - Strive for perfect attendance
  - Make up missed work in a timely manner
- Be responsible and accountable for your own actions.
  - Set aside time each day for homework/planning for tomorrow
  - Avoid disrupting others from learning
  - Set high goals for yourself
- Display a positive attitude towards learning.
  - Read and follow instructions
  - Give full attention in class
  - Show respect for learning and the learning process
  - Interact well and work cooperatively with others

As they become young adults, upperclassmen are given more responsibility as well as more freedom. Thus, we believe that juniors and seniors benefit by being given more responsibility for determining how they use their open periods, lunch time, etc. during school. Students in 11<sup>th</sup> and 12<sup>th</sup> grades qualify for late arrival or early release as long as they remain in good standing, obtain parental approval, and have an open period during 1<sup>st</sup> or 7<sup>th</sup> hour. As is the case with 9<sup>th</sup> and 10<sup>th</sup> grade privileges, upper-class privileges will be removed for poor attendance, poor grades, or inappropriate behavior.

## Continuum of Privileges

| 9 <sup>th</sup> Grade | 10 <sup>th</sup> Grade | 11 <sup>th</sup> Grade         | 12 <sup>th</sup> Grade         |
|-----------------------|------------------------|--------------------------------|--------------------------------|
|                       |                        | Parking privileges             | Parking privileges             |
|                       |                        | Open periods                   | Open periods                   |
|                       |                        | Late arrival and early release | Late arrival and early release |

## OPEN PERIOD

Central to this approach is the fact that juniors and seniors may not be assigned to study halls. During the open periods students will be required to be in the terrazzo first floor commons area, media center, career center, computer labs, or with a staff member. During open periods, juniors and seniors may not be in the halls unless they have a hall pass signed by a staff member. This privilege will be removed for various disciplinary offenses, and students will be assigned to In-School Suspension (ISS)

## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

If a student violates the rules of Prior Lake High School, certain consequences will follow. The specific consequence will be determined by the severity and frequency of the offense. Potential consequences include:

### *Loss of Privileges*

First-time violations of school rules will typically result in a loss of one or more privileges a student might have. For example, a junior might lose his or her open period privilege for a period of time.

### *Detentions*

There will be three different types of detentions that a counselor or the Assistant Principal for Student Management may assign:

|                   |                                |                |
|-------------------|--------------------------------|----------------|
| Morning detention | Monday-Friday                  | By arrangement |
| Community service | Monday-Thursday                | By arrangement |
| Regular detention | Tuesday AM<br>Thursday AM & PM | TBD            |

You must be on time to your assigned detention. If you are late, you will not receive credit for that detention.

### *In-School Suspension (ISS)*

Students assigned ISS will spend the entire school day in the ISS room. There is no talking allowed except during lunch. Students must bring homework or their own reading.

### *Out-of-School Suspensions (OSS)*

OSS is typically assigned for up to five (5) days for serious offenses such as fighting and drug, alcohol, and tobacco violations, as well as violations of attendance and behavior contracts. Repeated violations or serious acts of violence against individuals or the school may result in suspensions up to ten (10) days in length.

### *Suspension from senior activities*

Seniors who engage in conduct that endangers others, disrupts the educational process or vandalizes the school may also lose the privileges of attending prom or participating in the graduation ceremony. Seniors may lose the privilege of not having school the two days prior to graduation for cases of pranks, skip day, etc.

### *Suspension from co-curricular participation*

Students who commit serious violations of school rules may temporarily or permanently lose the privilege of participating in activities or athletic programs.

### *Expulsion*

For particular offenses outlined in the district behavior policy, (see page 28), a student may be expelled by the School Board.

## Dress Code

We recognize that the student body is diverse and that they express themselves through their appearance. However, there must be limits to ensure that students and staff feel comfortable and safe in the school environment. There are certain things that are inappropriate and do not belong in school. Students should not wear:

- Clothes that are provocative, bear profanity, advertise tobacco, drugs or alcohol, display skulls or death symbols, demean a person's race, gender or other personal beliefs, or cause disruption of the educational process
- Spaghetti-strap/tank top shirts that allow undergarments to show
- Shirts that reveal skin (including when raising a hand in class or leaning over a desk) and/or revealing necklines
- Short-shorts and skirts that provide only a minimal amount of coverage
- Pants and shorts that hang low and show undergarments and/or bare skin
- Clothing with holes or rips in inappropriate areas including the intent to expose undergarments
- Headwear of any type. For purposes of this policy "headwear" includes, but is not limited to; scarves, baseball caps, headband, hats, stocking caps, winter headwear, hoods, and bandanas. This policy is usually relaxed during Homecoming and Spirit Weeks. Headwear may not be worn or visible unless they are related to religious practice or function, and/or are needed as a matter of health.
- Any other item of apparel deemed inappropriate by an administrator

Students who are in violation of this policy will be asked to change out of the offensive clothing. Other options may include sending the student home, wearing PE clothes, or other disciplinary actions. **If you feel your clothing is questionable, you can check in at the office with a principal or counselor before the start of the school day.**

## **Public Display of Affection**

Personal displays of affection may be offensive to other individuals. Therefore, students are expected to refrain from personal displays of affection while on school property that may be construed as offensive to others.

## **Eighteen year olds**

Minnesota Law 120.06 states that school districts may impose the same rules and regulations on students 18-21 years of age as those imposed on students under 18. All Prior Lake High School students are expected to adhere to the same set of policies and guidelines.

## **Food and beverages**

The taxpayers of our school district have given us the gift of an outstanding high school building; it is imperative, therefore, that all users of the building – students, staff, and community members – take great care in maintaining the high quality of the facility.

With the exception of water, food and beverages may not be consumed in classrooms and other instructional areas, such as the fine arts and physical education areas and the lecture room. Signage is posted at the entries to the academic clusters indicating the no food/no beverage policy in those areas. Garbage and recycling bins are located at the entries to the clusters for your convenience.

Food and beverage purchased in the school store (chips, for example) may be consumed in the commons throughout the day. Food and beverage may **not** be consumed in the locker bays on any floor. Food purchased in the cafeteria or brought from home for lunch must be consumed in the lunchroom area. If litter becomes a problem in the commons, food and beverage privileges in that area will be removed. Similarly, if refuse from items purchased from vending machines becomes problematic, we will close off access to the vending machines during the school day.

During special and athletic events, posted signs will indicate where food and beverage items may be consumed. For the gyms during athletic events, spectators will be allowed to have capped plastic bottles and food items unlikely to cause a mess (such as popcorn sold at the concessions area). All other food items must be eaten in the commons.

Only a principal may grant an exception to the food and beverage policy stated above. Students with special health needs may possess and consume food and/or beverages by arrangement through the health office.

## **Nuisance Items – including, but not limited to hackysacks and laser pointers**

Hackysacks, laser pointers, or other nuisance items are not allowed in school. These items will be confiscated and must be picked up by a parent. Repeated violations of this policy will be considered insubordination and will be subject to further disciplinary consequences.

## **Student Use of Information Technology**

Policies and guidelines are in place for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications and social media. The information below is a portion of the Student Use of Information Technology policy 524.

The school district provides students with access to the school district computer system, which includes Internet access. The school district system has a limited educational purpose that includes the use of the system for classroom activities and educational research. Students are expected to use Internet access through the district system to further educational goals consistent with the mission of the school district and school policies. Use that might be acceptable on a Student's private personal account on another system may not be acceptable on this limited-purpose network.

The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district. District policy requires permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet. Students must adhere to the Acceptable and Unacceptable Internet Use by Students and Student Code of Ethics Using Social Media as stated in policy 524.

Use of the school district system is at the student's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage students may suffer, including, but not limited to loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays, changes, or interruption in service or miss-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access.

This notification should include:

- a. A description of the parent/guardian responsibilities
- b. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option
- c. A statement that the school district's acceptable use policy is available for parental review

The following uses of the school district system and Internet resources or accounts are considered unacceptable.

- a. Pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors
- b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language
- c. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process
- d. Material that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences:

1. Suspension or cancellation of use or access privileges
2. Payment for damages and repairs
3. Discipline under other appropriate school district policies, including suspension or expulsion
4. Civil or criminal liability under applicable laws

## Parking

### Allocation and Distribution

There is a limited number of parking spaces available for student parking. Permits are sold once per year in August. Students must show a valid driver's license when they pick up the permit. Students may not purchase a parking permit before receiving their driver's license.

Yearlong Permits will be sold on a first-come, first-serve basis. Permit registration and allocation will proceed as follows:

| Period   | Eligibility  |
|--|--|
| 1 <sup>st</sup> week of permit registration window | <ul style="list-style-type: none"><li>• Seniors</li><li>• MNCAPS, PSEO, Part-time Bridges students; Work Program students</li></ul>  |
| Remaining weeks of permit registration window      | <ul style="list-style-type: none"><li>• Juniors and Seniors</li><li>• MNCAPS, PSEO, Part-time Bridges students; Work Program students<ul style="list-style-type: none"><li>○ Allocation limited to permits remaining after 1<sup>st</sup> week</li></ul></li></ul> |

Carpool permits: A carpool consists of two or more licensed drivers who are current PLHS students. All students must have valid driver's licenses at the time of registration and must show these licenses before the permit can be picked up.

### Permit Costs

Students are encouraged to make use of the safe and economical bus service provided by the district. Students who drive to school must obtain a parking permit.

- Permit cost:
  - Individual permit: \$200 per year
  - Carpool permit (2 or more licensed drivers): \$125
- PSEO students who take one or more classes at the high school need a parking permit.
- Lost permits must be replaced for half the price of the original permit (\$100 for individual, \$62.50 for carpool permit).
- If a student replaces a car for which they had purchased a permit, they must inform the campus supervisor of the new vehicle's make, model, and license plate number.
- Daily parking permits may be obtained from the Campus Supervisor at the student entrance desk for a cost of \$3 per day. Temporary permits must be purchased the day before intended use.
  - All daily parking permit users must park in the lot near the softball field. Failure to park in this lot with a daily permit may result in a fine or forfeiture of on-campus parking privileges

### Permit Use Rules and Fines

Students who park in school lots without a permanent or daily permit will be fined \$25 for the first offense and \$50 for two or more offenses. Students who repeatedly violate parking rules will have their cars towed. Parking permits should be placed on the vehicle's rear view mirror.

The school district may use canine units in the parking lot as a means to deter the use and possession of illegal/dangerous substances. Vehicles in the parking lot may be searched or impounded if deemed suspicious by school officials. Students are reminded that they are personally responsible for all contents of their car parked on school grounds.

Students are not permitted to park in areas designated as **Visitor or Staff parking areas**. Students who park in these unauthorized areas will be fined \$25.00 for a first offense and \$50.00 for multiple offenses. Automobiles on school property must be operated in a safe and responsible manner. The speed limit on school roadways is 20 m.p.h. The speed limit in the student parking lot is 10 m.p.h. Irresponsible driving may result in disciplinary action, including loss of parking privileges and/or fine.

**The school reserves the right to tow any vehicle of any student that violates these rules at owner's expense.**

## **Electronic Devices: iPads, cell phones, and laptop computers as examples.**

The Prior Lake-Savage Area School District is committed to teaching 21st century skills. We believe that using technology for teaching and learning supports communication, collaboration, critical thinking and creativity in the classroom.

Prior Lake-Savage Area Schools want to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. Therefore, Prior Lake-Savage Area Schools has implemented a 1:1 (student to computing device) program for grades 8-12 using the Apple iPad Mini to create a seamless and dynamic educational experience for students. The goals of the 1:1 program are:

- Enhance and accelerate learning
- Leverage technology for individualizing instruction
- Promote collaboration, increasing student engagement
- Strengthen the 21st century skills necessary for future student success

All iPads are the property of Prior Lake-Savage Area Schools and as a result may be seized and reviewed at any time. **The student should have NO expectation of privacy of materials found on the iPad.**

Students may choose to bring their own electronic device to school such as an iPad or other Smart Tablet. The school district is not responsible for any lost or stolen items. Also, personal electronic devices should be turned off in the classroom unless under the direct supervision and permission of the instructor.

Access to the technology in the Prior Lake-Savage Area School District has been established for educational purposes. The use of the Prior Lake-Savage Area School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies. Improper use may also lead to restrictions placed on the iPad device itself.

Whether using the school district issued iPad or your own personal device, failure to comply with the District's Bullying Prohibition Policy (#514), Electronic Technologies Acceptable Use Policy (#524), the Website and Intranet Policy (#525), the Student use of Cellular Phones, Digital Image Devices and Other Personal Electronic Devices Policy (#526) or the guidelines stated for care and use of the iPad may result in school consequences.

### **Technology Norms at Prior Lake Senior High School**

- Bring iPad fully charged
  - Be a good digital citizen
  - "Screen down"
  - Always muted
  - No games, pics or video
- ...unless instructed to do otherwise!

### **Student grievances**

Any student who believes a school employee has treated them unfairly may appeal that employee's actions in an attempt to resolve the situation. The student should see a counselor or administrator for assistance with the appeals process.

### **Tennessee Warning**

During investigations of student misconduct, students may have the right to say nothing. There may be consequences applied, regardless of the student's decision. Students have the right to know the intended use of any personal information requested and who is authorized to see such information.



# M I S C E L L A N E O U S I N F O R M A T I O N

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## Posters, Banners, Signs and Bulletin Boards

School sponsored co-curricular activities may post signs/banners/posters to advertise activities concerning school functions with the approval of their group's advisor. School clubs may post signs to advertise meeting times and location with the approval of school administration. Functions that are not school sponsored must have approval of school administration before being posted. PLHS will have designated posting areas within the building, and all signs/banners/posters must be within these designated posting areas. Any sign/banner/poster not posted in the approved areas or posted without administrative approval will be removed. Those who post information are expected to remove it the school day following the event.

## Dances

All PLHS students attending school dances are required to have a PLHS photo ID for admission. Non-PLHS students may also attend if they attend with a PLHS student and have completed a dance guest permission form available in Student Services. Guest must at least be in 9<sup>th</sup> grade and younger than 21 years of age. Appropriate behavior and dancing must be displayed at all times, or students will be asked to leave the dance.

## Fees

Public education in Minnesota is free to all residents under the age of 21. However, fees may be charged to students under the following circumstances:

1. A project in art, family/consumer science, industrial education, or other course that is/are in excess of the minimum requirements of the course outline, provided that the student elects to do such a project with the approval of the instructor. Students may provide their own materials for such projects with the approval of the instructor.
2. Cost of school equipment or material either lost, destroyed, broken, or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.
3. A deposit for locks, lockers, laboratories or shop breakage may be required. The deposit will be returned at the end of the school term unless loss or damage has occurred.
4. Costs of field trips that is not required as a part of a course.
5. Cost of the yearbook, graduation announcements, or class rings.
6. Admission fees for concerts, plays, athletic events, and other programs or activities that the student may attend at his/her option.
7. Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketchpads, calculators, physical education clothing, tennis and athletic shoes and other items of personal equipment.
8. Participation fee for co-curricular activities such as athletics. See the activities office for information about these fees.
9. Seniors participating in commencement exercises will be assessed a fee to cover the purchase costs of the caps and tassels.

Students who do not take care of their financial obligations in a timely fashion may be assessed a late payment fee. Students needing assistance to meet fee obligations should contact the principal to request a waiver.

## Lockers

Students and parents are reminded the lockers are school property and "on loan" to the student for the school year. It is the responsibility of the student to ensure that no one else has the combination for the locker, and to keep the contents of the locker free of illegal or dangerous items. Valuables; including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Marking your clothing and other personal possessions for identification is recommended.

Only school locks are allowed on lockers. Any other locks will be removed, even if destruction of the lock is necessary. Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs.

According to district policy 502, school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Students in possession of illegal substances or contraband will be disciplined as determined in policy.

If a locker is damaged or will not open or lock securely, it is the student's responsibility to report it to the office so that it can be repaired. Students whose P.E./athletic lockers need repair should report the need to their P.E. teacher or coach. Any theft in P.E. should be reported immediately to the P.E. teacher. All lockers must be emptied completely by the last day of the completion of each school year.

## Lost and Found

Lost and found articles are located in Student Services.

## Media Center

The Media Center serves as a learning materials resource for students and teachers. Books, periodicals, audio-visual materials and equipment of many kinds are available to meet the educational needs and interests of students.

### General Policies

1. The Media Center is to be used for research, quiet study, or leisure reading. Users are expected to be respectful of the needs of others to have a place where they can think, write, study, read, view or listen.
2. Most materials are available on loan to students. Books may be checked out for three weeks, reference books overnight only and audio-visual materials and equipment by special arrangement.
3. Materials are to be returned by the due date. It is especially important to return all outstanding obligations at the end of each semester. Lost or damaged materials must be paid for. A late fee will be charged for late payment for overdue materials.

## Visitors

"Parents are the key to their children's success." We value and encourage parental involvement. We also encourage parent visits to school, especially for special events such as concerts, conferences, open house, and sporting events, and also for volunteering assistance to staff with a variety of projects that take place throughout the year. We also encourage parents to visit during the school day. In the interest of assuring student safety and minimizing disruptions to the educational process, visitors who plan to come in during the student day (8:05 AM-3:00 PM) need to follow these guidelines:

1. Parents are welcome to visit the guidance or administrative offices at any time during the school day, but appointments are advised if you wish to see a specific person.
2. Please notify the assistant principal at least 24 hours in advance if you wish to visit a classroom so that the teacher can also be notified.
3. Try to make sure that your presence in the classroom is unobtrusive; feel free to participate if the teacher encourages you. It is not appropriate to challenge content or teaching methods during the class.
4. Please do not use the classroom visit for parent-teacher conferencing. Teacher conferences should be scheduled for before 8:05 AM or after 3:00 PM.
5. Please report to the Campus Supervisor's desk when you arrive and obtain a visitor's pass. Staff will ask you to get one if they do not see you with one. This is done to assure student safety. (Exceptions to this would include conferences, sports, concerts or other events to which the public is invited.)
6. Please do not bring others, especially young children, on your visit.
7. Classroom visitation will, in general, be permitted only for classes in which your child is enrolled and presently attending.

Parents who would like the school to consider exceptions to any of other procedures stated above should contact the principal several days in advance of their intended visit to explain the nature of their request.

**Other Visitors and Guest:** All visitors must report to the main office to sign in and will be given a visitor badge. Students are not allowed to bring friends from other schools to visit while school is in session. **The only exception made is for students who are considering a transfer to Prior Lake High School. The parent/guardian of the transfer student must contact the assistant principal 24 hours in advance to schedule the visitation and an appointment with a counselor.**

**District policy on visitors:** The information below is a portion of the district policy on Visitors to Schools (903). The complete policy is available in each school office upon request, and is also located on the district's web site.

Citizens of the district are encouraged to visit, attend or participate when appropriate in their student's education. The district, however, must maintain safe and orderly operation of the schools and programs affiliated within. There may be times that the restriction of visitors is necessary in order to ensure safety. To further ensure safety, at all times, visitors must be approved and identified in the office. While each building principal will be responsible for developing

a building procedure for accommodating visitors to schools and school programs/activities at that school, the following list is what is included in each buildings procedure.

- A sign will be posted on all doors of school buildings directing visitors to register at the Campus Supervisor's desk.
- All visitors will both register and check out by the Campus Supervisor's desk..
- All visitors should wear brightly colored visitors badges, provided by office personnel. The badge should include the date and time of the visit.
- School personnel will, if requested or if deemed necessary, may escort the visitor to their destination.
- If school district personnel or volunteers see a visitor in the building without a visitor badge, they must courteously escort the visitor to the office.
- Visitors who wish to meet with teachers are restricted to hours in which teachers are not with students, unless permission is granted otherwise. Advance appointments may also be required.
- School administrators have the discretion to deny a request to visit the school.
- School administrators have the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings.
- Schools should send the policy home to parents.
- Schools should distribute the policy on a yearly basis to staff and volunteers.
- A visitor who fails to comply with the visitor policy may be: denied future visits; detained by the school principal, or a person designated by the principal, pending arrival of the police; and charged with trespassing on school property under MN statute 609.605, subd. 4.
- The principal is authorized to interpret and implement Board Policies, subject to subsequent review by the Superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.

No deliveries will be made to students, other than those which are educationally required.  
No balloons are allowed in the building.

## **Background Checks for Volunteers**

We value the time and talents of our volunteers. To ensure the safety of our students, we require criminal background checks on the following:

- Any volunteer who accompanies students off campus (i.e., chaperones for field trips).
- Any volunteer who is responsible for working with students on campus, but not under the supervision of a licensed teacher.

Volunteer background checks need to be done one time per year, either at the beginning of the school year or one calendar year from the last date of volunteer service. Volunteers may not begin or continue to volunteer until they have been cleared.

**Background checks are \$21 and are to be paid online by the volunteer. If the cost is a hardship, volunteers should contact their building principal directly.**

Background checks take approximately 48 hours to be processed and cleared through the district. All information on the application will be maintained in a confidential manner. If there are any concerns regarding the results of a background check, the building principal will contact that individual directly after receiving the results. If a volunteer is not contacted within 48 hours after filling out the background check form, they are clear to volunteer.

## **Police Resource Officer**

The police resource officer is a licensed Savage Police Officer. The duties for the position are two-fold: First, to be a resource to students, staff and the community and secondly, to investigate crimes that are reported to the officer. The School Liaison Officer can be reached at school at 226-8687.

# **H E A L T H   A N D   S A F E T Y**

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## **Chemical health programs**

Student substance abuse is illegal, disrupts normal growth and development and impairs learning. Our responsibility is to encourage and support healthy lifestyles. We strive to create an environment in which students, parents and staff are able to report concerns and obtain the information and support they need regarding chemical health issues. What follows is a summary of the chemical health policy and procedures.

The use, possession, and exchange of tobacco, alcohol, and other illegal and harmful chemicals, including paraphernalia related to these substances, is prohibited on school property and at school-related functions. Staff is expected to report all suspicious behaviors and/or incidences potentially relating to chemical use/abuse to chemical health staff, school social worker, school counselor and/or principals. Incidences of chemical health issues, regardless of where the chemical activity allegedly occurred, will be investigated.

If the principal or designee determines that a chemical health violation has occurred, parents/guardians will be notified and the student will be suspended from school. All chemical violations are referred to the Student Assistance Team. Legal citations and/or Minnesota State High School League sanctions may also apply. A conference or conferences with the student and parents or guardians must take place before the student returns to school. Additional intervention services may be recommended depending on the needs of the student and whether the violation was a first, second or subsequent occurrence. An alternative educational plan may be developed if the parents/guardians and/or student are unable or unwilling to meet the re-admission requirements.

If the offense is determined to be a first violation, the student will be suspended from school and all district activities. Longer suspension or expulsion may be considered for students providing chemicals to others. After returning to school the student will be required to participate in an educational self-assessment group called "Insight."

A second chemical health violation will result in additional suspension days from school and school-related activities, and an outside assessment of the student's chemical health status will be required. This assessment is the financial responsibility of the family and arrangements must be made prior to readmission to school. If the second violation is tobacco or an over the counter drug, an in-house chemical pre-assessment may be conducted instead.

Subsequent offenses will result in the student being suspended from school and all district activities, with possible recommendation of expulsion.

A complete handbook for parents and students about tobacco, alcohol, and other illegal and harmful chemicals policy and procedures is available online to students and parents. Hard copies are available per request. Please call Ann Collins, Chemical Health Counselor, at 952-226-8783 for additional information.

## **Health services**

### **Health Services provides:**

- First aid and episodic care for students who become ill or injured during the school day until they are able to return to class or be placed under their parent's or emergency contact's care
- Administration of medication and treatments under the direction of the school nurse
- Health screenings recommended by MN Department of Health
- School health record maintenance
- Nursing consultation to educators and administrators within the school district

Health Services is staffed by Licensed School Nurses and Health Support Personnel. Our health support staff is an integral part of our health services, available during student hours in each school, and trained in First Aid and CPR. Licensed School Nurses oversee the health offices and staff and provide direct professional support and service to students, families and educators. They assess the health needs of students; develop appropriate health, emergency, and communicable disease plans; make appropriate referrals with follow-up; and are a liaison between health care professionals, educators, students and their families.

### **School Health Records**

Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student's safety and ability to learn in school is requested upon school entrance and will be updated annually. Parents are encouraged to notify the school of health problems, updated vaccines or diagnosis of infectious disease. Information is considered confidential and shared with school personnel only as needed with parent/guardian permission or where required by law. Emergency Contact information is also requested annually.

### **Emergency Action Plans**

If your student has a chronic or potentially life-threatening health condition (i.e., asthma, severe allergy, bee sting allergy, diabetes, seizures) please request an Emergency Action Plan form from your school's health office to ensure that appropriate health/safety measures are developed and implemented for your student.

### **Administration of Medication/Treatments in School**

Students are permitted to take medication (including over-the-counter) in school only when:

- The frequency of dosage makes it necessary for a dose or treatment to be given during school hours
- A written medication or treatment order from a licensed prescriber is on file for the student
- A written parent/guardian authorization for the school nurse or her delegate to administer the medication or treatment is on file for the student
- Written licensed prescriber's orders are required for all changes in medications, or dosages being given in school, including dosages forgotten at home, nicotine patches and gum for tobacco cessation, and must be renewed annually at the beginning of the school year. Exception: over-the counter pain relievers for secondary, (gr. 7-12) students with written parent request and dosing consistent with product label.
- The medication is supplied by the family in a fully labeled original container. For safety reasons, we would appreciate all medications being delivered to the health office by a parent or designated adult during school hours.

Inhalers, OTC pain relievers, epi-pens and glucometers *may* be carried and used by the student *after* permission forms are completed in the health office.

The Medication/Treatment Authorization Form can be downloaded from the Health Services page on the District website.

### **Immunization State Law**

Minnesota Statutes chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization. For more information, contact the MDH website: [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize)

Prior Lake – Savage Area Schools adheres to a “No Shot (or proof of exemption), No School” Policy. All students must have the required immunizations in order to receive schedules / begin the school year. Secondary schedules will be withheld in the fall and third trimester if student immunizations are not up to date.

### **Illnesses**

**Many students and parents are concerned about when students should stay home or attend school. The following information is intended to help with this decision.**

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication
- If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode
- If the student has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school
- If the student has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your health care provider
- Information regarding specific communicable diseases can be found by following the Health Services link on the building website to the district website. If you require a hard copy, please call the building health office.

When your child is ill, please call the school daily to report the illness. If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.

### **Insurance for student injuries**

In general, injuries to students must be covered by the parent's medical insurance. The School District does not have insurance to cover student injuries. However, for those parents who wish to purchase supplemental insurance for student injuries, especially for athletes, information about an optional insurance program is mailed to parents at the beginning of each year. Persons interested in further information should contact the school office.

## **Reporting an accident**

Students who are injured while at school or while involved in a school event should report the injury to the teacher or immediate adult supervisor. If a supervisor is not available, the student should notify the main office.

# **D I S T R I C T   P O L I C I E S A N D   P R O C E D U R E S**

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## **Bullying**

The school board believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. School Board Policy 506.1 defines “bullying” as intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

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

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of ISD 719 who is found to have violated this policy.

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with ISD 719’s policies and procedures, including the discipline policy 506. ISD 719 may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. ISD 719 shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout ISD 719, and foster student, parent, and community participation.

ISD 719 shall require ongoing professional development, consistent with Minn. Statutes, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. For the full Bullying Prohibition policy, 506.1, please visit our website: [www.priorlake-savage.K12.mn.us](http://www.priorlake-savage.K12.mn.us)

## **Hazing Prohibition**

It is the policy of ISD 719 to maintain a safe learning environment for students and staff that is free from hazing activities of any type that are inconsistent with the educational goals of the school district and are prohibited at all times.

It is a violation of policy 526 for any student, teacher, administrator, volunteer, contractor, or other employee of the school district to plan, direct, encourage, aid, or engage in hazing.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in the policy.

Policy 526 applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

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

## **Communication**

It is the desire of the School Board to promote community awareness of the programs and activities of the school district. Parents/guardians are especially encouraged to support their student's education through increased awareness of school activities. The district also desires the safe and orderly operation of its schools and programs. Therefore, citizens are encouraged to visit, attend or participate when appropriate in these programs to the extent that their attendance is consistent with the educational priorities of the school district.

District policy 903 addresses communication between parents and other visitors to the school with school personnel as being appropriate and respectful. Conferences, phone calls, and written communication will be held to that standard of respect and appropriateness.

Therefore, the following kinds of inappropriate communication will not be accepted:

- Shouting or yelling
- Using obscene or foul language in communication
- Using insulting or demeaning language
- Threatening or intimidating by the suggestion of violence or negative consequences if demands are not met
- The use of any physical force, including not permitted or unwelcome touching regardless of whether pain or injury results.

The consequences of such behavior will be as follows:

- The offender will be informed that the conduct violates district policy
- The continuation of such conduct will result in the termination of discussion
- The offending person will be told that a record of the incident will be kept in district files
- The incident will be promptly reported to the appropriate administrator
- These behaviors constitute disorderly conduct pursuant to MS Section 609.72 and charges may be filed under this statute.

In regard to school visits, the building principal is authorized to interpret and implement Board Policies, subject to subsequent review by the Superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.

## District Policy

The information below is a summary of the district policy on Student Discipline and also portions of district policy “Violence Prevention, Weapons, and Zero Tolerance Behaviors. The complete policies are available in each school office upon request, and are also located on the district’s web site. These policies are intended to comply with the mandate of the 1983 Minnesota State Legislature, Chapter 163 127.40 to 127.42.

**Parent and Guardian Responsibilities** - Parents and guardians have the responsibility to see that the child attends school on a regular basis, to support school rules, to work together with the student and school personnel, and to accept legal responsibility for behavior of the student as established by law and common practice.

## STUDENT DISCIPLINE

### School Board Policy 506 – Student Discipline

The district would like to ensure that students are aware of and comply with the school district’s expectations for student conduct. The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. This policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act and applies to all students in the district. In this handbook is a summary of Policy 506 – Student Discipline. **Students and parents are responsible for understanding the provisions of the entire policy and are urged to read the policy in full, which can be found on the district website under School Board Policies.**

It is the philosophy of Independent School District 719 to establish and maintain an orderly school environment that allows teachers to teach and students to learn. It is further the philosophy at Independent School District 719 that:

1. Responsibility for student behavior is shared by school staff, administration, the parents and students themselves.
2. Individual teacher classroom management skills are the single most important contributor to good discipline in school and should include measures that are proactive.
3. A fair, firm and consistent procedure to deal with discipline problems after they occur must be communicated and administered by school personnel.
4. Support personnel will assist in facilitating and maintaining an effective learning environment.
5. Improvements in school discipline are directly related to bettering the school environment which is brought about by improving the curriculum, improving teacher skills and improving student self-control.

All students have the right to an education and the right to learn. Students in the Prior Lake - Savage Area Schools have the following responsibilities including but not limited to:

- a. Attend school daily, except when excused by school authorities and to be on time to all classes and other school functions;
- b. Pursue and attempt to complete the course of study prescribed by state and local school authorities;
- c. Assist school staff in maintaining a safe school for all students enrolled therein;
- d. Make necessary arrangements for making up work when absent from school;
- e. Be aware of all school rules and regulations and to accept the consequences if rules are broken;
- f. Assume that until a rule is waived, altered or repealed it is in full effect;
- g. Be aware of and comply with state and local laws;
- h. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases;
- i. Protect and take care of the school's property;
- j. Dress and groom to meet fair standards of safety and health and common standards of decency;
- k. Avoid inaccuracies, indecent or obscene language, in student newspapers or publications;
- l. Express ideas in a manner that will not offend or slander others.
- m. Conduct themselves in an appropriate physical or verbal manner; and
- n. Recognize and respect the rights and property of others.



## **STUDENT CODE OF CONDUCT**

Disciplinary action may be taken against students for any behavior which is disruptive of good order, violates the rights of others, or violates school rules and regulations. This policy applies to all school buildings, school grounds, school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district or the safety or welfare of the student, other students, or employees.

The following sections outline prohibited acts, disciplinary actions, no tolerance behaviors and procedures.

- a. Truancy and Unauthorized Absences
- b. Damage to School or Personal Property
- c. Physical Assault
- d. Verbal Assaults
- e. Sexual Harassment and Violence
- f. Hazing
- g. Threats and Disruptions
- h. Bomb threats:
- i. Terroristic Threats
- j. Alcohol, Tobacco, and Other Drugs
- k. Harmful or Nuisance Articles (e.g., pagers, radios, and phones, including picture phones, and other electronic devices are prohibited.
- l. Failure to Identify Oneself
- m. Violation of any state or local law or the violation of any federal law.
- n. Violation of school bus or transportation rules and the school bus safety policy.
- o. Violation of parking or school traffic rules and regulations, including but not limited to, driving on school property in such a manner as to endanger persons or property.
- p. Violations of directives or guidelines relating to lockers or improperly gaining access to a school locker.
- q. Possession or distribution of slanderous, libelous, or pornographic materials.
- r. Falsification of records, documents, notes, or signatures.
- s. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end.
- t. Impertinent or disrespectful language toward teachers or other school district personnel.
- u. Sexual and/or racial abuse and/or harassment (further outlined in School Board Policy 526 Harassment and Hazing).
- v. Bullying (further outlined in School Board Policy 506.1).
- w. Internet misuse, cyber bullying, and misuse of other electronic devices (further outlined in School Board Policy 524, Student Use of Information Technology).
- x. Any and all other acts, as determined by the school district, which are disruptive of the educational process.

## **ZERO TOLERANCE BEHAVIORS**

The school board will expel for 365 days any student who brings a weapon to school, engages in aggravated assault, makes terroristic threats, sells or distributes illegal and legal drugs, burglarizes the school, or engages in sexual misconduct. The superintendent may modify such expulsion on a case-by-case basis. Further provisions relating to weapons are outlined in School Board Policy 501, Weapons.

**Possession of Weapons:** Students may not possess or distribute weapons, look-alike weapons, or other dangerous objects. "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 activity. "Possession" does not apply to firearm safety, color guard or marksmanship courses or activities that may be conducted on school property. "Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or, or any device or instrument that is used to threaten or cause bodily harm or death. Some of weapons are: guns (including pellet guns, paint-ball guns, look-alike guns, non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, explosives, fireworks, stun guns, ammunition and mace.

**Aggravated Assault:** Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person.

**Selling and/or Distributing Drugs or Alcohol on School Property:** Selling or distributing, or intending to sell or distribute, alcohol, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.

**A student who finds a weapon or dangerous object** on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office, shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator; teacher, coach, bus driver, or responsible adult, or immediately notifies an administrator, teacher, coach, bus driver or responsible adult of the weapon's location.

## **REMOVAL FROM CLASS**

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted, by the student's misconduct, as determined by the school district.

Grounds for removal from class shall include any of the following:

- a. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- b. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- c. Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or
- d. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Disciplinary action may include, but is not limited to, one or more of the following:

- a. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- b. Parent contact;
- c. Parent conference;
- d. Removal from class;
- e. In-school suspension;
- f. Suspension from extracurricular activities;
- g. Detention or restriction of privileges;
- h. Loss of school privileges;
- i. In-school monitoring or revised class schedule;
- j. Referral to in-school support services;
- k. Referral to community resources or outside agency services;
- l. Financial restitution;
- m. Referral to police, other law enforcement agencies, or other appropriate authorities;
- n. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- o. Out of school suspension under the Pupil Fair Dismissal Act;
- p. Preparation of an admission or readmission plan;
- q. Saturday school;
- r. Expulsion under the Pupil Fair Dismissal Act;
- s. Exclusion under the Pupil Fair Dismissal Act; and/or
- t. Other disciplinary action as deemed appropriate by the school district.

## **DISMISSAL**

All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act. The Minnesota Pupil Fair Dismissal Act shall be considered as a part of the Independent School District 719 Disciplinary Policy.

## **COMMUNICATIONS**

### **Procedure for Notifying Students and Parents or Guardians of Violations**

Parents shall be notified as deemed appropriate by school personnel of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

### **Maintenance of Student Discipline Records**

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

### **Interaction with Law Enforcement Authorities**

School officials will work with law enforcement authorities whenever it is necessary for the well-being of the students and school personnel.

### **Anonymous Tip Line: 952-226-0005**

In an ongoing effort to maintain a safe and drug-free learning environment for students, ISD 719 has a Tip Line (952-226-0005). The purpose of the Tip Line is to provide students and parents with a simple and anonymous way to report unsafe situations.

The new Tip Line makes it possible for students and parents to report weapons, threats of violence, bullying, gangs, sexual harassment, threat of suicide, drugs and any other activity that could potentially endanger students, staff or property.

**Students can still share any concerns they might have with school staff. The Tip Line is one more option students and parents have to help keep schools safe and it's completely confidential**

## **Crisis Management**

It is the desire of the school board to provide a safe educational environment by ensuring a consistent and thorough Crisis Management Plan. The intent of policy 806 (available in school offices, the District Service Center and the website: [priorlake-savage.k12.mn.us](http://priorlake-savage.k12.mn.us)) is to provide a guide for general crisis information for school district and building administrators, school employees, students, school board members, and community members. Further, the policy ensures that awareness of the district's Crisis Management Plan, which is in both paper and CD format in central offices throughout the school district, contains crisis-specific procedures. Please note that, pursuant to this policy, tailored Crisis Management Plans are available for each owned or leased building in the district.

The school district's Crisis Management Plan has been developed in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. A number of crisis-specific procedures are defined and will continue to be studied to ensure the district and/or building is able to work through crisis situations in an efficient, expedient manner.

## **Data privacy / Release of student information**

While the school district must obtain and use certain information about each student to plan the best program possible, this need is balanced with the right of each student and parent to privacy. Therefore, access to this information by third parties is limited and controlled.

The directory information described is the Prior Lake-Savage Area School District's listing of public information. Per Federal law, Prior Lake-Savage Area Schools provides a list of high school students to secondary institutions and military recruiter offices as requested, unless the parent or student requests in writing that their name be removed from the listing. This information is public. The parent or student may, however, notify the school in writing that any

or all of the information listed here not be released on that individual student. Parents (or students 18+) who do not want this information to be shared should give notice in writing to the district by October 1<sup>st</sup> of each year. An opt-out form is included in policy 515 (Protection and Privacy of Student Records) and should be submitted to the district office: 4540 Tower Street SE, Prior Lake, MN 55372 or afranks@priorlake-savage.k12.mn.us

Directory Information includes:

- Student's name and address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade level
- Degrees or awards received
- Previous educational agency or institution attended
- Pictures for school-approved publications, electronic newsletters, cable TV or newspapers
- Student pictures, video and artwork on district web pages, including district and school social media sites
- Names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events

Students are able to access the Internet from every classroom. Students also have access to iPads and Google Apps for Education, including Chromebooks. Students are expected to follow guidelines for acceptable use of the Internet and Student Code of Ethics Using Social Media.

Parents (or students 18+) who wish to opt out of Student Use of Information Technology should submit an opt-out form located in policy 524 (Electronic Technologies Acceptable Use Policy). They may also request alternative educational activities not requiring Internet access.

#### **Student Use of Cellular Phones, Digital Imaging Devices and other Personal Electronic Devices**

The school district holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

As per policy 525.1, students shall not use any electronic device that in any way disrupts or detracts from the educational environment. Students will not be allowed to leave class in response to any electronic devices. Cellular phones and other devices may be used appropriately and respectfully before and after classes, in common areas—such as near lockers or the cafeteria - or outside on school grounds. With approval, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.

Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms. Assuring academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

Violations of policy 525.1

- A. An employee shall direct the student to turn off the device.
- B. The employee may confiscate the device and turn it in to the school office where the student may retrieve it at the end of the school day.
- C. At the principal's discretion, result in additional disciplinary action.

## Pledge of Allegiance

In accordance with state law, schools in the district recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation is conducted by each individual classroom teacher or the teacher's surrogate; or over the school intercom system by a person designated by the school principal or other person having administrative control over the school. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

## Records

State and federal regulations require that students over 18, parents and guardians are guaranteed:

1. Access to their records or those of their children (under 18) after proper identification. Copies of the records can be made at the individual's expense. Professionals working directly with students also have access to the records.
2. The right to authorize or deny access to records by a third party. If their written request is denied, third parties (employers, social agencies, police, FBI, etc.) may then subpoena the schools and the school is obliged to comply. School authorities will notify the individual of their action.
3. The right to access information on the professional qualifications of the student's classroom teachers including, at a minimum whether the teacher is licensed for the grades and subjects assigned; whether the teacher is teaching with a waiver; the academic preparation of the teacher; and whether their child is provided services by a paraprofessional and their qualifications.

The permanent record card contains the student's subject grades and attendance data. The cumulative folder is a working file with information that includes essential vital statistics, proof of inoculations, schools attended and dates, and a health record (parents' occupations or places of business are not mentioned).

By law, school districts must collect census information on all students whose parents reside in the district. Census information includes parent and student names, address, telephone number, birth date and schools attended. Other information collected includes district wide testing data, subject marks and attendance data. Sometimes the professional staff with the written approval of parents gives psychological tests or other special tests. Any subjective comments on the teachers' evaluation portion of the record are no longer used. **Birth Certificates (or other legally recognized document of the courts), immunization records, and proof of residence are required from all new enrollees in our school district.**

**Additional PLHS guidelines:** Student records will not be transferred orally or in writing to any other place without written consent, with the exception of another public school in which you have enrolled, after transferring from this school. Students or parent/guardians may see the contents of records by making an appointment to do so with the principal or counselor. Students or parents/guardians may place any statement or items in the record, if it pertains to schoolwork. Students and parents/guardians may also request in writing that items be removed from the file. In the event that such a request is made, the school has the option of granting or refusing the request.

## Religious, racial and sexual harassment, violence, or hazing

Everyone at District 719 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment, violence, or hazing of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

- Name calling, jokes or rumors
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters or book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad
- If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the District Human Rights Officer.
- You may also make a written report. It should be given to a teacher, counselor, the principal or the District Human Rights Officer.
- Your right to privacy will be respected as much as possible.
- We take seriously all reports of religious, racial or sexual harassment, violence, or hazing and will take all appropriate actions based on your report.
- The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the district policy against religious, racial and sexual harassment, violence, or hazing No. 526. Complete policies are available in each school office upon request or on the district's web site.

## School Closings

The decision to close school or have a late start due to inclement weather or extreme cold conditions is rarely, if ever, a crystal clear choice for district administrators. District administration will gather the appropriate weather information and road conditions. When conditions are so severe as to make school opening and transportation hazardous, school will be cancelled. Parents are encouraged to use their own judgment in deciding to send their children to school on the school bus or walking in severe weather conditions.

In general, when the schools are closed, all other student activities to be held in the district's buildings are cancelled. Any exceptions are cleared with the Superintendent's office.

For information on emergency school closings or delayed starts, please reference any of the following broadcast stations:

WCCO radio (830 am)  
WCCO TV (channel 4)  
KARE 11 TV (channel 11)  
KSTP-TV (channel 5)  
KMSP/FOX TV (channel 9)

Emails and phone calls are also used to keep families informed. If you do not have an email listed with the district, please contact your building's secretary. The district website will also be a source of information for any school closure information.

## Student Breakfasts and Lunches

The Child Nutrition Department provides all students with well-balanced, nutritious, high quality, meal options that promote good physical and mental development. Menus are available on school websites and our Nutrislice app where customers can view nutritional content and descriptions of menu items, as well as allergen and carbohydrate details.

All student accounts remain prepaid with deposits made with cash, check or credit card. ISD 719 has contracted with FeePay to provide the added convenience of using a credit card, with no transaction fees, to prepay for meals.

For the 2016-17 school year, lunches will cost \$2.65/middle school and \$3.05/high school. Adult meals will be \$3.85 and milk is \$.45 each. The purchase of a second entree is \$1.60. A la carte items and prices can be found on the district's website. Breakfast is available for Bridges students for \$1.60.

Free and Reduced-Price Lunch assistance is available. Applications are available online. Applications must be filled out for each school year the assistance is needed.

**Additional high school notes:** Students are assigned to one of five lunch periods *and may not leave campus during lunch.* **Students may not arrange to have food delivered to them from outside vendors and individuals during the school day without the permission of an administrator.**

## Title IX compliance

Prior Lake-Savage Area Schools complies with the requirements of the Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in education programs or activities or in employment. School Board policies 522 (non-discrimination policy), 506 (student discipline policy) all policies aimed at preventing discrimination. All programs and courses at PLHS are open to all students regardless of gender. Any student who feels she/he has been unable to participate in a program because of gender discrimination may contact the building principal or assistant principal. If unsuccessful in resolving the issue at that level, an appeal may be directed to the Title IX coordinator for the district at 952-226-0000. Complaints may also be filed with the Office for Civil Rights in Chicago, Illinois at 312-866-8434.

## Transportation information and student conduct

*Your school bus ride is a privilege, not a right, please follow the bus safety rules!*

School district policies have established walking distances of 1 mile for grades K-5 and 1 ½ mile for grades 6-12. No routes or pick-up points are established where a safety hazard is created for the occupants of the bus. While routes are determined for the welfare of the group, special attention is paid to minimize the amount of time a student must spend on the bus and the distance he or she must walk to the bus stop.

Students riding school buses are required to behave in a safe manner and by comparable standards required in the classroom. Disciplinary action for misconduct on buses may include loss of riding privileges.

The school will furnish transportation for all participants in activities held away from the school. Participants will be required to ride both ways unless permission is granted in advance by the school administration.

The majority of students will go to and from school by bus. Students are asked to bring only their school bags and/or small band instruments that they can hold on their lap on the bus. Animals, large school projects and sporting equipment such as roller blades, ice skates, skis, skateboards, golf clubs, etc. are **not allowed** on the bus. Please make other arrangements to get items such as these to school.

Please be at your **assigned bus stop** at least **5 minutes** (no more than 10 minutes) **ahead** of the scheduled pick-up time. Times may change and will likely vary during the year due to road construction, weather, and changes to the bus routes. Your effort to be flexible with times and bus stop changes will be appreciated. If you have questions or concerns, please contact the **Bus Dispatch at 952-440-1166**, or the **Transportation Office at 952-226-0050 or 952-226-0054**. Students will be **picked up** and **dropped off** **only** at their designated bus stops. To prevent overcrowding of the buses and for safety reasons, students must ride **only** the bus to which they are assigned. Parents requesting changes in transportation because of an emergency or residence change must call the Transportation Office. (Notes alone, sent to the school or given to the bus driver will not be accepted.) The Transportation office will then inform the student's school of any transportation changes.

Bus behavior rules are posted on each bus and are to be followed by all students riding the bus. Failure to abide by the bus rules and regulations may result in denial of bus riding privilege.

The complete District Policy 709 Student Transportation Safety Policy is available in each school office and also on the district's web site.