

## **I. GENERAL INFORMATION**

### **Introduction to Sebekah High School**

Welcome back for the 2022-2023 school year!

The purpose of this handbook is to help students, parents, and families become familiar with the rules, regulations and procedures that govern Sebekah School. It is important that students and families take time to become familiar with the policies and procedures adopted by Sebekah School District. It is also important to note that this document is updated and revised each year, so reviewing it is necessary for success both socially and academically this year and every year. If you have any questions regarding information in this handbook, please feel free to call the school office to set up an appointment for clarification.

Our community of Sebekah has a strong sense of pride when it comes to educating its youth and modeling what it means to be a good citizen. In our building, we call this our “Trojan PRIDE.” We are proud of our learners, our teachers and our staff, and we have high expectations for what can be accomplished when we work together to achieve our academic and professional learning goals. By providing authentic, quality learning, our school’s certified and support staff ensure student success. Always with a focus on what is best for students, we look forward to working with your child and seeing him or her grow as a learner and become a strong contributor to our community and showing Trojan PRIDE throughout the school year.

Our mission is “To educate our students to become responsible citizens and lifelong learners in a global society.” With this mission as our guide, we as a staff are always working toward creating an environment that will enable our learners to be successful. Your time here at Sebekah High School is one we want you to look back on with fond memories of being challenged academically and of having strong ties to classmates, teachers, and the community itself. Mostly, we wish you to continue to see the value in being a lifelong learner by developing your skills with an excellent educational background to pursue successful careers and opportunities beyond high school.

Go Trojans!

Dear Students and Staff:

Greetings and welcome back to school! A special welcome to our seventh graders as they embark on their high school journey. As we all begin to transition into the routine of academics, sports, and extracurricular activities, let’s remember what it is to be a successful student at Sebekah School.

Education provides the foundation for the paths we take in life. We are lucky enough to live in a society that values education and even luckier that we attend a school that is distinguished by its spirit, sense of community, and the genuine ambition and curiosity of its students. Hard work, perseverance, and open-mindedness are all things we should aspire to; but we should also be caring, considerate, and unselfish. If we can keep all these things in mind, we will be successful.

On a lighter note, high school is a time when some of life’s best memories are made. United in a common purpose, we can all celebrate this formative time in our lives with a little (responsible!) fun. A balance between application to schoolwork and sports and other activities and a sense of fun and humor is something that all of us should strive to achieve.

Here’s to another successful school year!

Sincerely,  
Student Body Leadership Team

## PERSONNEL

### BOARD OF EDUCATION

Mr. Rodney Huttunen.....	Board Chair
Mr. Charles Funk.....	Vice-Chair
Mr. Russell Johnson.....	Treasurer
Mrs. JoAnn Olson.....	Clerk
Mr. Nate Erickson.....	Director
Mr. Eric Nelson .....	Director
Mrs. Kayla Frame .....	Director

### ADMINISTRATORS

Mr. David Fjeldheim.....	Superintendent
Mrs. Amie Westberg.....	K-12 Principal
Mr. Jon Lillquist .....	Dean of Students/Activities Director

### DISTRICT STAFF

Mr. Thad Schulz.....	Technology Coordinator
Mrs. Holly Paulson.....	Business Manager
Mrs. Laura Kimball.....	Assistant Bookkeeper
Mr. Frank Komppa .....	Bus Supervisor
Mrs. Nicole Johnson .....	Health Services
Mrs. Rachel Kern .....	School Counselor

### KITCHEN STAFF

Ms. Chris Burlingame .....	Head Cook
Ms. Rebecca Fuller.....	Cook
Mrs. Johanna Fowler .....	Cook
Ms. Laura Cusey .....	Cook

### CUSTODIANS

Mr. Jason Pierson.....	Head Custodian
Ms. Lisa Wanderi .....	Custodian
Mr. Tom Komppa .....	Custodian
Mr. Greg Bernstetter .....	Custodian
Ms. Vicki Makela .....	Custodian

### OFFICE PERSONNEL

Mrs. Dee Dykhoff.....	District Secretary
Mrs. Heidi Mattson .....	School Secretary

### HIGH SCHOOL INSTRUCTIONAL STAFF

Mr. Matt Adams .....	Language Arts
Mrs. Meghan Adams .....	Special Education
Mr. Dan Doyle.....	Social Studies
Mrs. Norma Dissmore.....	Family and Consumer Science
Mr. Jacob Haag .....	Science
Mr. Mike Heino.....	Business Education/Computer Science

Mr. Wade Hukriede.....	Mathematics
Ms. Sherri Kaufman....	Speech-Language Pathologist Assistant
Mr. Dave Kerkvliet .....	Band
Mrs. Melissa Koch .....	Choir
Mr. Jeffrey Lake.....	DAPE/Physical Education & Health
Mr. Keegan McCorkell .....	Social Studies
Mr. Kristopher Olson .....	Science
Mr. Jacob Oyster.....	Agricultural Education
Mrs. Becca Pulju.....	Language Arts
Mrs. Becky Salo.....	Interventionist
Mrs. Ashton Seieroe .....	Art
Mr. Tom Smith .....	Industrial Technology
Mr. Ryan Tuorila.....	Mathematics
Mr. Bryson Vasey .....	Special Education
Mrs. Michelle Vogel.....	Foreign Language
Ms. Nicole Walker .....	Special Education
Ms. Donna Yliniemi.....	Media Specialist

#### **INSTRUCTIONAL SUPPORT STAFF**

Mrs. Andrea Amundson  
Mrs. Trudy Kreklau  
Mrs. Tammy Warmbold  
Mrs. Missy Wattenhofer

**Sebeka School ([www.sebeka.k12.mn.us](http://www.sebeka.k12.mn.us)) is online and sharing!**

***Like us on Facebook and follow us on Twitter.***



**Sebeka Trojans**



**@sebekatrojans**

#### **SEBEKA PUBLIC SCHOOL VISION STATEMENT**

To provide and promote a secure and respectful educational environment which encourages the development of individual potentials.

#### **SEBEKA PUBLIC SCHOOL MISSION STATEMENT**

To educate our students to become responsible citizens and lifelong learners in a global society.

#### **SEBEKA SCHOOL SONG**

We'll give a cheer for all the Trojans  
We'll give a yell for our hard fighting team  
We'll send them down the field (floor) to victory  
And then on top, we're sure to be

We'll give a pledge to always fight fair,  
And to our colors, we'll ever be true,  
And though we win or lose, we'll always stand,  
All for Sebeka High

**RAH! RAH!**

**Repeat**

## **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY POLICY**

The educational program of Sebeka Independent School District #820 has sought to provide equal educational opportunities for all.

Sebeka School District #820 in compliance with current state and federal statutes and regulations and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction affirms that it will not discriminate on the basis of sex, race, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status or disability in the following areas: access to course offerings, curricular materials, counseling practices, extracurricular activities, use of school facilities or employment practices.

This policy supports the District's good faith efforts to comply with Title IX of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Inquiries regarding compliance with this policy may be directed to the Superintendent at Sebeka School District #820, 200 1<sup>st</sup> Street NW, P.O. Box 249, Sebeka, Minnesota 56477, telephone number (218) 837-5101 or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Any student who feels he/she has been discriminated on the basis of sex by the school district or its employee may file a formal complaint to the Principal. Forms for this complaint may be obtained in the District Office.

## **II. STUDENT INFORMATION**

### **BUILDING INFORMATION**

- It is expected that students shall remain in designated areas in the school before 8:00 A.M.
- Three minutes are scheduled between classes. Students must be in their assigned seats when the class begins.
- Passing between classes must be orderly. No running, loud shouting or horseplay will be permitted while walking in the halls between classes.
- At the end of each class period, students are to wait to be dismissed by the teacher before leaving their seats.
- Stay to the right in the halls when passing between classes.
- Help keep our school neat by using containers provided for waste paper and recycling.
- Unless it is an emergency, the classroom teacher has the right to keep students in class and does not have to honor a pass to leave the room.
- All Sebeka athletes will ride in school-provided transportation. If there are extenuating circumstances, see the Principal or Superintendent. Anyone missing the bus will forfeit his/her right to participate in the activity for that day or evening.

### **CLASS HOUR SCHEDULE**

Warning bell.....	8:12
Period 1.....	8:15 - 9:05
Period 2.....	9:09 - 9:59
Period 3.....	10:03 - 10:53
Advisory .....	10:57 - 11:09
Period 4.....	Senior High.....11:13 - 12:04
	Junior High Lunch 11:09 - 11:34
	Senior High Lunch 12:04 - 12:29
	(Sophomores/Freshmen excused at 12:07)
Period 4.....	Junior High ..... 11:38 - 12:29
Period 5.....	12:33 - 1:23
Period 6.....	1:27 - 2:17
Period 7.....	2:21 - 3:11

## **SEBEKA HIGH SCHOOL STUDENT ACCOUNTABILITY STATEMENT**

All members of a community are responsible, or accountable, for his or her own part in that community. Sebeka Public School is a mini-community and we (students, faculty, administration, cooks, custodians, secretaries, and bus drivers) have the responsibility to make our community run smoothly and safely so that everyone's experience is positive. We are recognized for positive contributions and are held accountable for our negative actions.

There are 3 main categories in which we individually are accountable:

**CITIZENSHIP** – Conducting our behavior for the good of the group by:

1. Service to school and community. Honesty in dealing with other people.
2. Responsibility for maintaining the physical environment of the building.
3. Cooperation in formulating and achieving high standards.
4. Integrity in our class work and interpersonal relationships.

**RESPECT** – To hold in high regard:

1. Other people.
2. Other's property.
3. Self-worth and personal appearance.

**PERFORMANCE** – To function in a manner which:

1. Enhances high academic achievement:
  - Through assignment completion within given time periods. (Deadlines)
  - Doing your best at all times.
2. Promotes a safe environment for both physical well being and mental/emotional happiness.

*These items are not all-inclusive but serve as a guide to building and maintaining a positive school experience for all.*

## **PRIVATE DATA INFORMATION ACT**

Schools are required by law to give out directory information defined as student's name, year in school, address and telephone number to organizations such as Colleges or the Armed Forces when requested by these organizations. Parents or students not wishing to have this information given out must turn in a note to the High School office stating they do not want this information given to any organization collecting directory information. Please include in the note the student's name, year of graduation and a signature of both the student and the parent.

The district considers the names and birthdates of students eligible for special education as directory information and will share the information with DHS (Minnesota Department of Human Services) to determine which students are currently enrolled in a Minnesota Health Care Program. If a parent/guardian does not wish directory information to be shared, you may opt-out by contacting the high school office.

## **NONDISCRIMINATION**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, of age in its programs and activities. The school board has designated Superintendent David Fjeldheim as the human rights officer to handle inquiries regarding nondiscrimination.

## **BACKGROUND CHECKS**

All employees hired by the school district will have completed a criminal background check prior to working with students. Volunteers working and/or supervising students must also complete a background check.

## **PARENTS RIGHT TO KNOW**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following: 1) Whether the teacher has met qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) Whether the teacher is teaching under emergency or another provisional licensing status through which state qualifications or licensing

criteria have been waived; 3) The baccalaureate degree major of the teacher and any other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree; 4) Whether the student is provided services by paraprofessionals and, if so, their qualifications. In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

According to [MN Statute 121A.30](#), school districts must notify parents of pesticides that are applied to schools. Subd. 2. **Pesticide application notification.** A school that plans to apply a pesticide which is a toxicity category I, II, or III pesticide product, as classified by the United States Environmental Protection Agency, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act, on school property, must provide a notice to parents and employees that it applies such pesticides. The notice required under subdivision 3 must:

(1) provide that an estimated schedule of the pesticide applications is available for review or copying at the school offices where such pesticides are applied;

(2) state that long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood;

(3) inform parents that a parent may request to be notified by the school in the manner specified in subdivision 6 before any application of a pesticide listed in this subdivision.

Subd. 3. **Notice; timing; distribution.** The notice must be provided no later than September 15 of each school year during which pesticides listed in subdivision 2 are planned to be applied. The notice may be included with other notices provided by the school but must be separately identified and clearly visible to the reader.

### SCHOOL WEBSITE

Our school's website, [www.sebeka.k12.mn.us](http://www.sebeka.k12.mn.us) is a wealth of information for parents, students, and the community. It shares all of our important school calendars, our online grading system (Infinite Campus) and daily events. It links to our teachers' websites, important forms, our school's Facebook and Twitter pages, and shares the daily menus for breakfast and lunch. We pride ourselves on this resource and ask that our families, parents, and students utilize it as a first place to get clear, accurate information.

### TEACHER WEBSITES

Sebeka teachers are asked to update their classroom website each week with important classroom information, assignments, lesson plans, etc. Please utilize this tool as a resource for questions related to class work and teacher expectations.

In order to access our teachers' websites, go to our school's website ([www.sebeka.k12.mn.us](http://www.sebeka.k12.mn.us)) and click on the *High School* tab followed by *Assignments* **OR** look at the *Quick Links for Students* and click on [Teacher Websites High School](#).

### SCHOOL CLOSING

When buses are not to be sent out or when students are sent home early, parents will be notified by our school's Instant Alert System, and through other media outlets if time permits including television (KCCO/KCCW and KSAX), radio (KWAD AM 920, KSKK FM 97.5), and social media outlets (Facebook and Twitter).

### MORNING ARRIVAL TO SCHOOL

Parents and families dropping off students (or students driving to school in the morning) are encouraged to arrive as close to 8 o'clock as possible. Students may wait in the commons or in the cafeteria until the first 8 o'clock morning bell rings.

### **LEAVING DURING SCHOOL HOURS**

- Personal business such as hair appointments, tanning appointments, haircuts, buying groceries, etc. are to be done before and after school hours.
- No student may leave the building during school hours unless authorized in writing by the Dean of Students or Principal.
- Students must check out through the office if they need to leave the building during the school day.
- Parents should contact the office to locate their child rather than messaging on the student's personal phone as this is a distraction to the learning process in the classroom.
- Parking on the north side of the building is reserved for staff. Students are encouraged to park in the south parking lot.
- Students are not allowed to sit or be inside of a parked vehicle for any reason during the school day. Office permission must be obtained to leave the building and go inside of a vehicle at any time during the school day - this includes the lunch period.
- Students given passes by teachers to run errands must come to the office and have the pass signed by the Dean of Students, Principal or office personnel. Students must sign out and sign in at the school office.
- Parental permission, by way of a phone call or note, will be required before a pupil may attend a funeral, wedding, mass, etc.

### **DISMISSAL DURING THE SCHOOL DAY**

When picking up a student during school hours, please notify the school office (837-5101) as early as possible in the day.

We would ask that parents/guardians call into the office by 2:30 each day if there are changes for transportation. To ensure the safety of your child and to clearly communicate a change in plans, we would compel parents/guardian to call before 2:30 for any changes to end-of-the-day plans for your child. Thank you in advance for honoring this 2:30 time.

### **DRIVING OF A MOTOR VEHICLE TO SCHOOL**

- All vehicles need to be registered with the Principal's office
- Students may not drive or ride in vehicles during the school day unless authorized in writing by the Principal or Superintendent.
- As with other district-owned property, an inspection of the parking lot may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students in the school parking lot will (i.e. the car itself, the trunk or bags in the car or trunk) be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

### **CLOSED NOON HOUR**

The lunch period is designed to allow a student enough time to eat and return to classes. Students are expected to stay in the building or on school property during the noon period. Students may earn the privilege to leave school for lunch during their junior and senior years.

### **SENIOR PRIVILEGES**

Starting 2nd quarter, Seniors in good standing academically and behaviorally (Principal's discretion) will be issued Senior Passes. The Passes allow seniors to sign out of study hall or go downtown during lunch hour on the following conditions:

- Seniors must maintain a C or better in each class
- Students cannot be tardy for a class more than two times.
- No unexcused absences for any hour at any time.
- Student cannot have any suspensions or detentions throughout the school year.

Students must have a signed parent permission slip for privileges to begin. Students must present their Pass to the high school office and sign out before leaving the building. They must leave through the main office door. When returning, students must sign in to the high school office. Failure to follow these regulations will result in the loss of Senior Golden Pass privileges. Students leaving campus without privileges will be given detention or In-School Suspension.

Students are not permitted to use vehicles during the school day, including noon hour, without permission from the office. Once a student has become eligible, they will receive a permission slip that needs to be signed by a parent/guardian. The principal must have received written permission from a parent/guardian prior to approving driving on file in the Principal's office. Each day a student leaves for lunch, they must return before 5th hour. Failure to do so and the student will lose the privilege to leave during lunch. Permission to lengthen the lunch period or blanket permission slips will not be accepted.

### **JUNIOR PRIVILEGES**

Starting 2nd semester, Juniors in good standing academically and behaviorally (Principal's discretion) will be issued Junior Passes. The Pass allows juniors to sign out during lunchtime to go downtown on the following conditions:

- If juniors have below a B- at midterm, they will lose their privileges until they have a B- or better in their class.
- Juniors must maintain a B- or better on all grades at quarter time. If you have a C+ or below at the quarter time, you will be ineligible for 2 weeks. If you are in good standing after that point, you may become eligible.
- Students cannot have an unexcused tardy for class more than two times in a quarter.
- No unexcused absences for any hour at any time.
- Students cannot have any suspensions or detentions throughout the school year.

Students must have a signed parent permission slip for privileges to begin. Students must present their Pass to the high school office and sign out before leaving the building. They must leave through the main office door. When returning, students must sign in to the high school office. Failure to follow these regulations will result in the loss of Junior Lunch Pass privileges. Students leaving campus without privileges will be given detention or In-School Suspension.

Students are not permitted to use vehicles during the school day, including noon hour, without permission from the office. Once a student has become eligible, they will receive a permission slip that needs to be signed by a parent/guardian. The principal must have received written permission from a parent/guardian prior to approving driving on file in the Principal's office. Each day a student leaves for lunch, they must return before 5th hour. Failure to do so and the student will lose the privilege to leave during lunch. Permission to lengthen the lunch period or blanket permission slips will not be accepted.

### **SCHOOL VISITORS**

All visitors are required to register in the office and obtain a visitor pass. We encourage parental volunteers, and we welcome you to our school. No "outside" school student visitors will be admitted to any classes unless cleared by the Dean of Students or Principal's Office at least 24 hours in advance. Student visitors should present a note of acknowledgment from the Principal of their home school, or a phone call to this school may be made by our office. The following guidelines have been set concerning visitors to our school:

1. ALC students are not allowed to be visitors at Sebeka School.
2. Teachers have the right to exclude visitors from their class and send them to the office during their class period.
3. All visitors must be approved by the Dean of Students or Principal at least one day prior to the scheduled visiting time.
4. Visitors should not plan to attend Sebeka School when their home district is in session.
5. No visitors will be allowed the first two weeks or the last two weeks of school.
6. Full day visitations are discouraged.



## **LOCKERS AND LOCKS**

Your locker, property of the school, is used to house your textbooks, school materials, and any coats or other outdoor garments. The school WILL NOT be responsible for money or other valuables that are left in lockers.

Students taking Physical Education are strongly urged to leave all valuables with their instructors when they dress for class. All personal items need to be in a locked locker during activities and throughout the school day. The locker room will be locked during periods of the day and should only be used for physical education class and after school activities and not as a locker to house course materials or other items that students might need throughout the day.

Your locker is subject to periodic inspection for cleanliness and may be entered by the Dean of Students or the Principal or his/her designee at any time it might be suspected of containing tobacco, nicotine, alcohol, narcotics, explosives or other items considered potentially harmful to other students or to the school building, or unlawfully obtained. The use of drug dogs may be used periodically to do locker and parking lot searches for illegal substances. All procedures will be governed by MSA 121A.72. The only items allowed to be taped, on the outside of your locker, are to be for school-related activities – **NO EXCEPTIONS**. Lockers will be inspected every winter and spring for damage. Students will be responsible for damage to their locker as determined by the administration.

No lock is to be placed on your locker unless there is a copy of the combination or key in the Principal's office. (Note: Unauthorized locks may have to be removed in such a manner as destroys the lock. In this event the school or its officials are not liable for the cost of that lock.)

Lockers will be assigned to students by the office or by teachers on the first day of school and are not to be switched unless under the direction of school administration. Lockers in the locker room are also assigned by coaches and the physical education instructor. A record of locker assignments is kept and shared with the administration each school year.

## **SURVEILLANCE CAMERAS**

Sebek School, for the purpose of safety for all, is equipped with surveillance cameras throughout the building and school grounds. Cameras are monitored by administrative staff. Cameras can and will be used for investigative purposes when necessary.

## **PLEDGE OF ALLEGIANCE**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect for the flag. The purpose of the pledge of allegiance policy # 531, in the school's policy manual, is to provide for the recitation of the pledge of allegiance instruction daily to help further that end.

## **STUDENT DRESS CODE**

The Sebek School District recognizes the school as a place of learning where dress of employees and students should be attire-appropriate for a quality workplace. The Sebek Public Schools encourage students to take pride in their attire at school. The dress and grooming of students become the concern of the school if it causes disruption of the educational program or is offensive or inappropriate to others. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of others. A student whose outfit makes a staff member uncomfortable, may be asked to change. The following guidelines apply to students during regular school hours.

The following dress items are prohibited:

- Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Appropriate clothing will be worn for PE classes. Shirts that have been cut off to show a student's side or stomach, are not allowed.
- Accessories that can be used to harm self or others, such as safety pins or spiked collars.
- Clothing articles that cause undue school maintenance problems, such as metal shoe cleats or work boots that cause excessive floor-marking, or trousers or overalls with metal rivets and/or chains, buttons, or buckles that scratch furniture should be avoided.
- Students will wear shoes in school at all times unless instructed to the contrary by a teacher for a specific reason.

- Students are not allowed to wear caps/headgear during the school day (sweatshirt hoods are included in this handbook policy language). Hats will be removed upon arrival to the locker and before arriving at breakfast, placed in the student's lockers, and may be put on when leaving the building after the school day. Hats and other headgear can and will be confiscated by staff members, taken to the office, and returned at the end of the day. An exception would be pre-approved designated days as requested by the Student Council or other fundraising efforts pre-approved for class trips, etc. Exceptions may also be made for religious and medical reasons.

#### Consequences for Wearing Inappropriate Clothing:

1st Offense - Record of Offense, T-shirt to cover, Collection of accessories

2nd Offense - Record of offense, Call home, T-shirt to cover or sent home

3rd Offense - Record of Offense, Call home, Detention as assigned, T-shirt to cover or sent home

After the third offense within one semester, the student behavior will be considered as insubordination.

Due to persons with allergies and other respiratory problems, perfumes, colognes, cosmetics, and other aromatic products must not be misused.

When situations arise that are not specifically covered in this policy, the building administrator(s) will interpret the situation in light of the spirit and/or intent of this policy. If there is a disagreement regarding the appropriateness of a student's personal appearance, a meeting will be held with the student, parent/guardian, administration, and counselor.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection tends to make staff and students uncomfortable. Hugs and hand-holding will be allowed while kisses and groping are not allowed. Students who do not comply may be given detention and have a phone call made home to parents sharing the school's policy on PDAs.

### **STUDY HALL RULES**

In special circumstances, students are assigned to a study hall, where they are to be working on assignments. These rules apply to all students in a study hall:

- Attendance policies will be followed.
- Students are expected to sign into their study hall period daily. In order to leave, permission must be granted. Students will sign out and sign in upon their return.
- All students are to be seated when the class is scheduled to begin and will remain quiet until attendance is completed.
- Teachers/Supervisors of study hall periods will work closely and monitor the progress of students whose name appears on the restricted/behind in their work list. The priority of work for students is to focus on the course/courses in which they are behind.
- As a matter of common courtesy, it is essential that everyone work as quietly as possible.
- If you wish to sign out from the study hall to see another teacher, it will be necessary to get a pass from that teacher in advance. Go directly to and from the place signed out to without stopping in the restroom or at your locker, etc.
- Unless arrangements have been made to the contrary, students are to check back in to study hall before the end of the period. Failure to check back in will result in loss of sign-out privileges for one week.
- Unless it is an emergency, the teacher has the right to keep the student in the room for any academic or behavioral reason.
- No games are to be played during study hall (this includes on the computers).
- No food or pop is to be consumed during study hall.

### **MEDIA CENTER RULES**

- Maintain quiet so that it will permit everyone in the room to work undisturbed.
- Keep all books in their proper places; a book out of place is a lost book.
- Return books promptly; many others may be waiting for the book you have.
- Cutting or tearing pages from library books is an offense; it shows a lack of fair play and consideration.

- All books except “Reserve” books and certain reference books may be checked out for a period of two weeks with the privilege of one renewal for an additional two weeks if no one else is waiting for the book.
- If library materials become overdue, a reminder sheet of overdue materials is given to the teachers to share with the class. No fines are charged except for materials that are unduly damaged. If materials are lost, the original cost of the materials must be paid.
- Place all returned books in the return bin.

### **FIRE DRILL/ALICE DRILLS/TORNADO PROCEDURE**

The state legislature placed into law that schools will conduct fire drills at least **five** times per year along with **five** ALICE Drills (lockdown drills) and **one** tornado drill. Take note of the Fire Drill and Tornado Drill instructions posted in each room. Every drill will be regarded as a serious matter. Always follow the instructions of teachers and staff members.

### **ADVISORY, ADVISORS, AND CLASS MEETINGS**

Our school has a daily advisory program with the purpose of creating a culture of Trojan PRIDE in our school and to build relationships through the junior high and high school years with both teaching staff and students. Each day students will work with different concepts such as motivation, grade checks, Drop Everything And Read, kindness, and social-emotional learning lessons.

### **ALCOHOL, TOBACCO & NARCOTICS**

The School Board does not permit the use or possession of alcohol, tobacco or narcotics by students on school premises, at school activities or on school buses. Items containing tobacco (including e-cigarettes), alcohol, or narcotics are subject to confiscation by school authorities, and in the event of confiscation will be made available to the student’s parent(s) or guardian by appointment, or legal authorities if proper under the circumstances. No student shall possess, consume, use or show evidence of having consumed or used alcoholic beverages or drugs while in the school buildings, on the school grounds during the school day, or at a school activity, and no pupil shall possess or use tobacco (including e-cigarettes and vapes). The penalty for violation of this rule may lead to suspension. The use of drug dogs may be used periodically to do searches throughout the school building.

### **SOCIAL EVENTS / DANCES**

All social activities should be sponsored for a specific purpose. All dances and events must be approved by the Student Council Advisor and Principal and must be properly chaperoned. Dances will not be held unless they are placed on the school calendar well in advance by the Principal or Activities Director. All dances held on a non-school night must end by 12:00 a.m. School activities during the school week such as play rehearsal must end by 10:00 p.m. or earlier. No activities may be held without proper supervision. All dances will be closed door. Once a person has entered, he/she may not leave and reenter. Sebek students are invited to attend these events when scheduled, but any guests must be registered in the school office before attending. A student is limited to one guest. The money will be collected at the door.

### **HOMECOMING**

Homecoming is our biggest and most gala affair. It is celebrated in the last part of January. It is truly unique due to the large number of alumni that return. Homecoming gives the true meaning at Sebek of coming home for this special event.

The Student Council and Homecoming Committees co-sponsor this event. The Homecoming King and Queen are elected from the senior class by the high school. Three boys and three girls are elected from the senior class as candidates. The junior, sophomore and classes elect two boys and two girls from each class as attendants for the ceremony. There is a program, basketball games, crowning ceremony, and Homecoming dance.

### **PROM**

Prom is a school event for junior and senior students who attend Sebek High School. Prom, Grand March, and Dance are formal events. No blue jeans will be allowed. Each student choosing to attend may invite one guest. If you are bringing a guest (anyone other than another junior or senior from Sebek School), you must pre-register that guest in

the high school office. Guests must be at least freshmen and not older than age 20. School policies apply to all students and guests during prom.

Students are expected to stay in the building until the end of the dance. Once you leave, you will not be readmitted.

Students who wish to go outside or to their vehicles during the dance must be escorted by a chaperone.

### LIGHTS AND VENTILATION

Room temperature, lights, and ventilation are the responsibilities of the teachers, as is the regulation of shades.. Unless directed by a teacher, please leave these items alone.

### CAFETERIA SERVICE

The goal of the Sebeka School District 820 Food Service Department is to provide nutritious meals to students to promote healthy eating habits and enhance learning. It is the policy of Sebeka Public School District 820 to offer breakfast and lunch to PreK-12th grade students that meet state and federal guidelines. These meals are planned and prepared by our qualified kitchen staff. Weekly menus are listed in the *Review Messenger* and on the school website <http://sebeka.k12.mn.us/>. Students may choose white, chocolate, or 1% milk to drink (lactose-free milk is available to those with allergies). This option is also available to children who bring lunch from home.

Free/reduced lunch applications are mailed out before the school year starts. The forms should be returned before the first day of school so students will be assured of a free/reduced lunch. **This year, our legislature is not providing funding for free meals, so students will need to have money in their accounts if they do not qualify for free lunches.**

### NOTIFICATION OF ACCOUNT STATUS

1. Families can check their student's meal account balance via Infinite Campus.
  - The Business Office will send a monthly statement of the account balance to all parents with low account balances advising them of the student meal account balance(s).
  - Families can contact the Business Office at 218-837-5101 ext. 121 for account balances.
2. The student/family will be notified via phone call when the account has a balance of \$10.00 or less.
  - Food Service Department will encourage parents to complete the free/reduced-price meal application.
  - An email reminder is sent to parents requesting a payment when student accounts do not have adequate funds.
  - A second request for payment is sent if parents have not responded to the first request.
  - A letter/invoice is sent via US Post to the household requesting payment.
  - NSF checks will follow the district "bad check" policy as posted in the Business Office

### CHARGE POLICY

If the student account is less than adequate to pay for breakfast and/or lunch, and the student has not brought a lunch from home, the account will continue to accrue the cost of each meal served to the child.

### COLLECTION OF UNPAID MEAL DEBT

All students requesting a meal will always be served a meal regardless of unpaid foodservice accounts. When a student has "cash in hand" to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The "cash in hand" will not be applied towards past due balances.

If the negative student meal balance reaches \$30.00 or more, the following collection actions will be taken:

- The Business Office will contact the household to request payment.
- The Business Office will contact the Principal if no payment is received. The Principal will contact the parent/guardian to determine an appropriate solution.
- The Principal or their designee will contact the family and review with them their responsibility to provide meals for their student.
- If parents refuse to provide meals or pay for school prepared meals for their children, assistance from the Social Services may be requested by the school for possible neglect.
- The expectation is all fees owed to the District will be paid in full on the last day the student will be attending classes.

In general, well-mannered conduct should guide the student's behavior at all times in the cafeteria. Listed below are some rules and the cafeteria procedure which will help ensure appropriate conduct and an orderly lunch period.

### **STUDENT BEHAVIOR in the CAFETERIA**

1. Students should run to the lunch line.
2. If students talk in the lunch line, it is to be done quietly, showing respect and politeness to all, including the cafeteria staff and volunteers.
3. Students must be patient while waiting to be served. A single file line must be maintained.
4. No food may be brought back through the food service line once it has been purchased, and students are not allowed to come back into the line to pick up any other item once they have purchased their meal. If they do so, they will be charged for the item
5. Students must be seated at a table when eating.
6. Students should refrain from shouting across tables.
7. Students must remove trash from tables, chairs and the floor, and wipe spills that may happen.
8. Throwing food or other objects are not allowed.
9. Running, excessive noise, "horseplay," or other disruptive behavior is not allowed. All unacceptable behavior will result in disciplinary procedures, which may include removal from the cafeteria for a specified time period.

### **LUNCH CARDS**

Students will be issued a lunch card that will be used to pay for meals. Students will use have their cards scanned as they go through the lunch line and their accounts will be charged.

### **TEXTBOOKS**

At least one textbook for each class is issued without charge to you. Each student is responsible for the care and return of the books issued to them. If books are lost or abused, a fine will be levied with the amount determined by the teacher of the subject using the text. A letter will be sent home explaining our damaged and/or missing books policy along with a bill to cover the cost of the replacement or fixing of the textbook.

### **DROPPING COURSES**

No class can be dropped after the first Friday of the course without taking a failure in that course unless special permission is granted by the Principal's Office. Special cases and policies may apply to online college courses. See Online Courses in the high school handbook for more information.

### **STUDENT PASSES**

Any time that a student wishes to leave an assigned room during the class period he/she must have a signed pass. No passes will be issued for rooms where there is not a faculty member supervising. If a student wishes to go to another teacher's room, he/she shall obtain a pass from that teacher beforehand. This prevents unnecessary class interruption. Students in the hall without a pass will receive one warning and will lose pass privileges thereafter as deemed appropriate by the teacher and/or principal.

All students will properly sign out and return to their assigned rooms before the end of the period unless specifically told not to do so.

### **STUDENT SURVEYS**

Occasionally, the school district utilizes surveys to obtain opinions and information about students. For complete information on the rights of parents, guardians and eligible students regarding conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see Appendix in the back of the handbook. A complete copy of the school district's "Student Surveys" policy at the district's handbook in the district office.

### **FUNDRAISERS**

Many organizations have various fundraisers to raise money to support their activities. All organizations need the approval of the Fundraising Committee prior to their sale, to prevent overlapping sales, and duplication, to approve the worthiness of the fundraiser. Candy items may be sold before or after school - not during the school day. Candy sold during the day will be confiscated.

## **FOOD AND POP IN SCHOOL**

As per adopted our school's health and wellness policy, consumption of pop (and other sugary beverages) and food (including candy) are discouraged during the school day. Pop and food are not allowed in classrooms. Students may have water in the classrooms unless a teacher disallows it. If pop or food is brought into the classroom or the lunchroom, it may be confiscated by the teacher or staff member and not returned.

## **SCHOOL TELEPHONES**

Telephones are located in every classroom and office and may be used by students in emergencies. They are business phones, however, and should be used for school business only. Students wishing to use a phone must get permission from their teacher or from office personnel. Students are not to engage in an unnecessary or lengthy conversation. Our phone system is equipped with voicemail that can be utilized in the event students or parents need to get messages to teachers. Voicemail is also available in the offices, if you are unable to reach a secretary, a message can be left with them. Only business calls to students will be accepted during school hours. Students will be discouraged from being called out of class to take a call, except in an emergency. They will be asked to call the party between classes. There is a phone in the office for student use.

## **ELECTRONIC DEVICE POLICY: CELL PHONES, AIR/EAR BUDS AND MUSIC DEVICES**

We advise students to keep their cell phones at home or in their vehicles. The use of cell phones and other electronic devices at school creates a disruption to the learning environment and may jeopardize student safety during potential emergency situations. The use of cell phones and/or other personal communication and music devices during the school day is strictly prohibited. Students who bring these devices to school must turn them off and keep them stored in their locker or pocket. The use of cell phones and other electronic devices in locker room facilities and/or bathrooms is strictly prohibited at all times (including before, during, and after school).

Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, audio-taping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any cell phone found on school property if they violate our school policy of no cell phones in classrooms, bathrooms or locker rooms.

Students may not bring in a cell phone, ipad, ipod or pda for the purpose of taping a class or classroom teacher with the intent to put the teacher or another student on the internet or any other public displays where embarrassment or ridicule is inevitable. Such action will result in immediate suspension or if necessary expulsion

Teachers will utilize a storage bin/calculator caddy for student cell phones and all personal electronic devices during the class period.

If a violation occurs :

- **1st offense:** Device will be collected by the teacher and returned at the end of the class period and the student will be assigned 30 minutes of detention
- **2nd offense:** Device will be brought to the Dean of Students or Principal and returned at the end of the school day and a disciplinary report will be filed. The student will be assigned 1 hour of detention.
- **3rd offense:** Device will be given to the Dean of Students or Principal and a phone call will be made home to for parents to pick up the device along with another disciplinary report filed. The student will be assigned 1 and a half hours of detention.
- **4th offense or more:** Decision made by administration which may include; in-school suspension, or banning the device from school altogether.

Students may use these devices (cell phones, iPods, music players) in the morning before 8:15, during the lunch hour and between class periods in the hallway. Inappropriate use of digital cameras and recording devices are prohibited.

When used inappropriately or when in violation of the school's policy, these items can and will be confiscated by staff members, taken to the office, and returned at the end of the day. Continual problems with the devices listed above will result in the need for parents to reclaim the item from the school office or further disciplinary actions to take place.

The Minnesota State High School League does not allow the use of cell phones in the locker room or restrooms. Students caught using cell phones in the locker room or restroom will have the phone confiscated and receive one night of detention. Continued problems will result in suspension.

## **STUDENT TRANSPORTATION**

### **BUS SAFETY**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus or bus stop misconduct will be imposed by the Dean of Students or the Principal. All school bus/bus stop misconduct will be reported to the Principal. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

The bus routes shall be set by the Board of Education. Any request for routing or suggested changes must be reported to school officials who, after consultation with the Superintendent and the Board of Education, determine the advisability of such changes.

The bus driver has the same disciplinary authority as a teacher.

**School Bus and Bus Stop Rules:** The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Principal's office.

#### **Rules at the Bus Stop:**

1. Get to your bus stop 5 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.

### **BEHAVIOR PLAN FOR BUS RIDERSHIP**

1. The regular discipline and referral system will be used for infractions on the bus.
2. All infractions must be reported to the driver who will determine if a referral should be written.
3. In addition to the consequences of the Discipline Policy, the following action will be taken:

- |                         |   |
|-------------------------|---|
| <b>1st offense -</b>    | A warning is given and the student is moved to an assigned seat until further notice.   |
| <b>2nd offense-</b>     | Written notice to Dean of Students or Principal with possible after school detention and a phone call home.   |
| <b>3rd offense -</b>    | A 1-3-day suspension from the bus.  |
| <b>4th offense -</b>    | A 5-day suspension from the bus and a meeting with the principal, driver, and parent before being reinstated.   |
| <b>5th offense -</b>    | A 10-day suspension minimum. Parent meeting again required for reinstatement.   |
| <b>Further offenses</b> | are considered on an individual basis. Students may be suspended for longer periods, up to the remainder of the year. Sixty days with no referrals results in students being cleared. |

Whenever possible, students will be sent on school-sponsored trips by school bus only. It is felt that buses provide the safest available transportation for large groups.

We provide "pep" band bus transportation to some out of town athletic contests and some evening tournament games. Class trips and parties, senior class trip day outings, etc. also are required to take buses from the school to their destination and back. The number of trips is subject to change each year, as it is dictated by the circumstances arising during the year.

**Students who ride a bus to a function will also return on the bus.** No teacher can be expected to release you from the return bus unless it is to release you directly to your parents. Notes to ride home with parents need to be approved by school authorities.

On all class trips/functions, the school reserves the right to search all personal belongings for improper materials or controlled substances.

### **BUS EVACUATION DRILLS**

Emergency bus evacuation drills will be held on all school buses periodically throughout the year. Students sitting in the forward half of the school bus will exit through the front door, in an orderly fashion, as rapidly as is possible. Students sitting in the rear half of the bus will exit through the rear emergency door. After leaving the bus, students will assemble as a group, at a safe distance from the bus and wait for further orders. If the drill is to be held at the school campus, students are to assemble at the nearest entrance sidewalk from the street to the school. Do not leave the assembly until you are excused by the Bus Patrol or the driver.

### **EXCUSES FROM PHYSICAL EDUCATION**

Students experiencing colds or recovery from illness may be excused from active participation in Physical Education classes for one day upon presenting a request from their parent or up to one school week depending upon mitigating circumstances. However, any student who is to be excused from active participation for more than one week must present a doctor's statement to this effect to the Nurse's Office or to the instructor.

### **RELEASED TIME EDUCATION**

Students have the opportunity to participate in Released Time education if local churches provide this instruction. Students attending religion classes after school will not be penalized for missing sports practices.

### **MILITARY, COLLEGE AND TECHNICAL COLLEGE - VISITATION**

Sebek juniors and seniors are increasingly visiting post-high school training institutions. In order to account for our students more accurately, all students must obtain a permission slip from the school counselor or office prior to leaving to see the institutional representative during school time if they expect to receive an excused absence.

Current school policy allows two days for juniors and two days for seniors to visit a college, university, technical college, military or employment interviews and tours during school days. Weekends, Thanksgiving, Christmas and Easter vacations allow excellent opportunities for tours, etc. for many students. The Counselor's Office is responsible for verifying appointments for interviews and/or tours with military representatives, college or technical college personnel on school days. Any trip that a student takes outside of school time may be coordinated through the Counselor's Office, but it is not required.

Students who have been accepted into a school or branch of the military, and now receive an appointment date for further testing, examinations or interviews, may present such evidence to the Principal's Office and receive additional excused absence(s) for the date or dates shown.

### **STUDENT FEES**

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

1. A project in art, home economics, industrial arts or some other course that is in excess of the material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor. The student may elect to take such projects home, and the costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with the approval of the instructor.  
Ex. Several types of wood joints may be learned in making a basic required project. The completed project remains the property of the school unless the students arrange with the instructor to purchase it, and costs of the project are paid as the materials are used or, by arrangement, the costs of materials is paid before the project is taken home.
2. Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.
3. Costs of field trips may be made available from time to time, but not required as part of the course, should the student elect to participate in the trip.



4. Costs of the school paper, yearbook, jackets, graduation announcements or class rings, should the student elect to order any of these items.

5. Admissions fees for concerts, plays, athletic events, and other programs or activities the student may attend at his or her option.

Students are required to furnish their own paper, pencils, pens, notebooks, special papers or sketch pads, gym clothes, tennis and athletic shoes and other items of personal equipment.

Parents will be notified of unpaid fees by or at the close of the school year.

These fees and procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 123B.34 - 123B.39

### **YOUR SCHOOL RECORDS**

The school has on file, grades, attendance, standardized test scores, and discipline records that have resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school and are on file here.

You and/or your parent/guardian may see the contents of these records by making an appointment to do so with the principal or counselor. You may have copies made of anything in the school record, at a cost to you, but you are not to take the original record out of the office. You or your parent/guardian may place any statements or items in your record that you wish to if it pertains to your schoolwork.

You may also request that items be removed from your file. In the event that you or your parent/guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied to you, you may appeal the decision to the next highest official, and ultimately to the School Board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you or your parent/guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not and cannot by law, without first receiving written consent from you or your parent/guardian:

- Send a transcript of your school record to a college
- Give information from your record to a prospective employer.

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records.

Students who are 18 years of age or older need not seek the consent of their parents/guardians to exercise their rights of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and resulting procedures described on this page also apply to the records of all graduates of this school.

### **TRANSFER OF RECORDS**

All student records, whether coming in or going out, will be treated according to Chapter 479 of the 1974 Session Laws of the State of Minnesota.

**Incoming students** - At the time of your registration, you were asked to complete a form and have your parents sign it. This is a legal request to your last school to release your records to Sebeka. By Minnesota Law, your school can send us your records on the written request of your parent/guardian, or your signed request if you are 18 years or older.

**Homeschool students**- Students who enroll in Sebeka and were former homeschooled students, classes will be entered into our records as pass/fail. If parents can provide proof or verification of grades, then those will be used.

**Students leaving** - Before your last day in Sebeka, stop in the Principal's Office for a check out sheet. This will show a record of your checking in all books, payment of any outstanding fees or bills, and helps us to make your transfer a little easier.

**Graduates** - Please remember that we cannot accept a "blanket release" form for your records. The law is very explicit in stating that we can only release information to the agency designated on the form and that no form of blanket release is acceptable.

### **SCHOOL COUNSELOR**

Junior high and high school are the beginning of the transition into adulthood and the world of work as students begin separating from parents and exploring and defining their independence. Students are deciding who they are, what they do well, and what they will do when they graduate. During these adolescent years, students are evaluating their strengths, skills, and abilities. The biggest influence is their peer group. They are searching for a place to belong and rely on peer acceptance and feedback. They face increased pressures regarding risk behaviors involving sex, alcohol, and drugs while exploring the boundaries of more acceptable behavior and mature, meaningful relationships. They need guidance in making concrete and compounded decisions. They must deal with academic pressures as they face high-stakes testing, the challenges of college admissions, the scholarship and financial aid application process and entrance into a competitive job market.

The school counselor is a professional educator with a mental health perspective who understands and responds to the challenges presented by today's diverse student population. School counselors do not work in isolation; rather they are integral to the total educational program. Professional school counselors align and work with the school's mission to support the academic achievement of all students as they prepare for the ever-changing world of the 21<sup>st</sup> century. This mission is accomplished through the design, development, implementation, and evaluation of a comprehensive, developmental and systematic school counseling program. The American School Counselors Association National Standards in the academic, career and personal/social domains are the foundation for this work.

The school counselor implements the counseling program by providing:

#### **1. Classroom Guidance**

- Academic skills support
- Organizational, study and test-taking skills
- Post-secondary planning and application process
- Career planning
- Education in understanding self and others
- Coping strategies
- Peer relationships and effective social skills
- Communication, problem-solving, decision-making, conflict resolution, and study skills
- Career awareness and the world of work
- Substance abuse education
- Multicultural/diversity awareness

#### **2. Individual Student Planning**

- Goal setting
- Academic plans
- Career plans
- Problem-solving
- Education in an understanding of self, including strengths and weaknesses
- Transition plans

#### **3. Responsive Services**

- Individual and small-group counseling
- Individual/family/school crisis intervention
- Peer facilitation
- Consultation/collaboration
- Referrals

#### **4. System Support**

- Professional development
- Consultation, collaboration and teaming
- Program management and operation

Within this work with students, respect and privacy is of the highest priority. It is important that students have a private and trusting environment to share personal issues. Because of this, confidentiality is considered a must in the counseling office. However, there are certain limits to confidentiality. All counselors and school personnel are considered mandated reporters under the Minnesota child abuse laws. The school counselor adheres to the responsibility of taking appropriate action should there be indications of a potential threat of harm to self or others. Parents are encouraged to be active participants in their student's education and are welcome to call the counselor at any time with concerns or questions about their student.

#### **THE OUTDOOR CLASSROOM**

Our school has directed efforts toward the State of Minnesota and the D.N.R. to make a parcel of land, close to Sebeka, available for study purposes. We expect to be able to enrich our programs of biology, ecology, agriculture, conservation, etc., through the use of this land as an outdoor classroom. Bus transportation will be used when a class is scheduled to visit the area. Your attention to preserving the natural quality of the area, and keeping it free from litter or other abuse is necessary if we are to continue to use it for study.

#### **SCHOOL FOREST**

Sebeka School District #820's School Forest may be hunted by Sebeka Students and families with direct and written permission by the school administration. Interested individuals should see the Superintendent for more specific details.

#### **PARENT-TEACHER CONFERENCES**

Two conferences will be held each year. The fall conference will follow the first nine-week grading period and the winter conference will be during the third nine-week grading period.

#### **GENERAL ASSEMBLIES IN GYM**

Assemblies are held for the benefit of students. Each student contributes much to the success of assembly programs by:

- Being on time and taking assigned seats promptly.
- Showing appreciation and consideration by being attentive (shutting off cell phones is necessary).
- Remembering that discourtesy on the part of even one student reflects disrespect on the entire student body. Students who are discourteous or disruptive may not be allowed to attend future assemblies and could be assigned detention.

#### **AWARDS DAY PROGRAM**

This is the time when students receive awards for outstanding work in curricular and co-curricular activities. The awards program will be held during the last week of school. Specific awards will be determined by teachers, school counselor, administration, coaches and advisors throughout the year. The Principal will put together the agenda for the awards day program. Programs such as FFA have their own awards program scheduled during the last month of school.

#### **ALTERNATIVE LEARNING STUDENTS**

If a student enrolls in the ALC program as a full-time student, they are no longer considered a Sebeka Public School student. This means that they can not attend any SHS field trip, class trip, school dance or prom (unless invited by a current Sebeka Student). If they are an ALC student their senior year, they will not be in the class composite and they will not be able to attend the senior class trip. If an ALC student meets the requirements of SHS, they may attend graduation and walk with their class.

### **SENIOR CLASS TRIP**

A tradition for seniors currently attending Sebekah High School or taking PSEO and are on schedule to graduate are permitted to go on the Senior Class Trip. Seniors and their advisors plan an outing for pure enjoyment. A meeting will be held with the seniors 2-3 weeks prior to this trip to answer any questions in regard to school policy regarding requirements for the trip.

### **BACCALAUREATE**

This is a special religious service delivered as a farewell discourse to the graduating class. It is strictly non-denominational and sponsored and presented entirely by the local pastors and their churches.

### **COMMENCEMENT**

Culminating kindergarten through grade 12 of schooling on the part of the students is Commencement Exercises. At this time, students fulfilling Sebekah School requirements receive their diplomas. It has been a tradition to have the top students in the graduating class share an Honors Address during the commencement ceremony. It is the school's policy that students who have attended Sebekah High School are eligible for this honor. More specific requirements are discussed later in this handbook.

### **STUDENT ORGANIZATIONS AND OTHER ACTIVITIES**

Along with the many sports programs, there are also a large number of other student organizations at Sebekah High School. Students are encouraged to be a part of one or more of these organizations. They are as follows:

**STUDENT COUNCIL:** The student governing body of our school. Each spring four (4) representatives are elected from each class in high school. This organization gives the students a voice in the administration of the school.

**FCCLA:** The Family Career and Community Leaders of America is an organization for students who are interested in developing initiative in planning and carrying out activities related to consumer living.

**DRAMA:** We have a fall play and one-act play each school year. The students benefit through learning principles of acting, make-up, set construction, costuming, lights and the business principles of play production.

**YEARBOOK:** Yearbook is a course that students will learn about team building, marketing, photography, design, and journalism. The students will be part of a team that publishes the yearbook and the spring supplement. In this class, students will plan and prepare, create, and then focus on sales of the yearbook.

**BPA:** Business Professionals of America is the leading CTSO (Career Technical Student Organization) for students pursuing careers in business management, office administration, information technology, and other business-related career fields. BPA is a 'co-curricular' organization that supports the business and information technology educators by offering curriculum based on national standards. Resources and materials are available online and designed to be customized to a school's program.

**FFA: Future Farmers of America** is a dynamic student-led leadership development organization for students of agricultural education. The FFA prepares students for premier leadership, personal growth and career success.

**SKILLS USA:** The SkillsUSA organization is established for students interested in competing in numerous Career and Technical Education areas of study. This organization also provides leadership opportunities for students wanting to further their public speaking and leadership skills.

**OTHER ORGANIZATIONS:** Peer Helpers, CHAMP Youth Committee

### **III. HEALTH SERVICES**

Sebek Public School employs a Contracted RN/PHN, who is responsible for carrying out activities of the Health Office. The goal of the Health Office is to promote good health and prevent illness for students and staff. The following policies/procedures have been established by District 820

#### **PUPIL HEALTH RECORDS**

The school health record is an official document and is required for each student attending school. It is kept in the Health Office. Health information pertinent to each student is included such as immunization records, results of screenings, health assessments, health information that may affect the ability for learning and/or which may result in an emergency at school and the plan for which to meet the student's health needs.

#### **ATHLETIC PHYSICALS**

Students who plan to participate in co-curricular athletic activities are required to have a sports physical exam (within the past 3 years) before the start of each activity's season.

#### **SCREENING**

Vision/Hearing: Students in 1st, 3rd, 5th, 7th, and 10th grade are screened for vision and hearing, according to the recommendations of the Minnesota Department of Health. Students who do not initially pass are rescreened. Parents are notified if the student did not pass on rescreen.

#### **ILLNESS**

When a child is absent due to illness, parents are asked to call the School Office each morning of the day that they are absent.

General practice for when to keep your child at home due to illness include:

- If a student has had a fever of 100 or more, the student should stay home for 24 hours after the temperature returns to normal.
- If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.

If a child develops a fever or shows other signs of illness during the school day, a parent will be contacted so he/she can be picked up. If the parent/guardian cannot be reached, information completed on the Emergency Card will be utilized.

**Emergency cards are required to be completed** by a parent for all students. If there is a change of any information during the school year, it is the responsibility of the parent to notify the school and/or complete a new emergency card. Contact the school office with your changes.

If a child contracts a contagious condition/illness, parents are asked to notify the school nurse or the child's teacher. Parents of students in the same classroom can then be cautioned so that early detection of the disease can be notified to prevent its spreading throughout the classroom.

#### **CHRONIC HEALTH CONCERNS**

Students diagnosed with health conditions (i.e., diabetes, asthma, seizures, heart conditions, allergies,) should provide the school with a physician's summary of the condition and any special instructions and limitations related to school activities. Individual Health Plans are written for students with health concerns and shared with their teachers/staff who work with the student.

#### **MEDICATION ADMINISTRATION DURING THE SCHOOL DAY**

Parents shall notify the school nurse, secretary, principal or teacher of their child requesting medication to be administered during school hours. Whenever possible, the medication should be given at home and every effort should be made to avoid school hours. Medication administered during the school day shall be supervised by the Licensed School Nurse and may be administered by designated school personnel.

All medications administered during the school day require proper authorization. All written medication authorizations are effective for the current school year only and must be renewed each year. For safety purposes, an adult must bring all medications to the school. (If there is a reason this is not possible, please contact the school nurse.)

Medications will be kept in a locked cabinet, file, or drawer, with the exception of those students who need to self-administer, as for asthma inhalers. Physician orders for those students will be kept on file in the health office. Any other exceptions will be reviewed by the school nurse on an individual basis.

### **PRESCRIPTION MEDICATION**

The following is required for the administration of prescription medication during the school day:

1. Written authorization from the child's physician – "Consent for the Administration of Prescription Medication" form is available in the health office
2. Written permission from the parent – sign the parent portion of the medication form. Medication must be brought to school in a pharmacy-labeled bottle or in the original container that it was purchased. If needed, a duplicate bottle may be obtained from the pharmacist to be kept at the school.

A written statement signed by the physician and parent may also be accepted. The physician's orders must include the name, dose and time of the medication to be administered and the reason for medication at school. The pharmacy-labeled bottle shall list the student's name, name of the medication, dosage and time to be administered, name of the physician and name/telephone number of the pharmacy.

The parents of the student shall assume responsibility for informing the school nurse of any changes in the student's medication. Medication dosage changes must be prescribed and documented in writing by the physician. When circumstances warrant, the physician may provide verbal medication orders or changes of dosage to the school nurse only. Verbal orders must be followed by written authorization within two school days.

### **NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATION**

Requests for the administration of non-prescription medication to students during the school day will be considered on an individual basis, case-by-case. Non-prescription medication will be kept in the health office for students who may need them more than one time per month.

Non-prescription medication administered at school will be limited to the following: Pain Relievers/Fever Reducers (Acetaminophen: Tylenol, Generic Pain Reliever, etc.), Nonsteroidal anti-inflammatory drugs (Ibuprofen, Advil, Motrin, etc.), Cough/Cold Substances, Cough drops/Throat lozenges.

The following is required for the administration of non-prescription (over-the-counter) medication:

1. Written permission from the parent. – "Consent for the Administration of Non-Prescription Medication" form is available in the health office
2. Non- Prescription medication must be brought to school in the original container that it was purchased in and must be administered in a manner consistent with the instructions on the label. Medication received in an unlabeled bottle, foil wrap, saran wrap, or envelope, etc. will not be administered.

The school nurse may request a physician order for non-prescription medication or further information about the medication from the student's physician at their discretion.

Non-prescription medications are encouraged to be kept in the health office and not to be carried by the student.

### **IMMUNIZATIONS**

Minnesota Statutes Section 121A.15 required that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and meningitis, allowing for certain specified exceptions. Forms are available in the Health Office to be signed by the parent and Notary Public for students who are exempt from immunizations for health or personal reasons.

For further questions, please call the School Nurse at 218-837-5101, Ext. 129.

### **LICE POLICY**

If untreated nits or live lice are detected on a student, the parent will be notified.

**Students who are feeling ill are expected to visit the school nurse before making calls or sending messages home to parents. The school nurse will make contact with parents/caregivers to explain the symptoms, to share recommendations, and make a plan together in the best interest of the student.**

School Health Policies are available in the office upon request. Additional health information is available online at [www.sebeka.k12.mn.us](http://www.sebeka.k12.mn.us)

#### **IV. ACADEMIC POLICIES**

Sebeka High School is dedicated to the education and preparation for all students. The Minnesota Comprehensive Assessments (MCA), American College Test (ACT), Preliminary Scholastic Aptitude Test (PSAT), Scholastic Aptitude Test (SAT) and the Armed Services Vocational Ability Battery (ASVAB) are all made available for students.

#### **GRADUATION CREDIT POLICY**

Graduation is the completion of 13 years of school, not just the high school years. It is the responsibility of the student to see that they meet Sebeka High School graduation requirements. The school counselor and Principal are available to assist students with schedules and questions about graduation requirements.

Students not meeting the full requirements to graduate at the end of their senior year will not be allowed to participate in graduation exercises. Only those students who complete all required credits will participate in the graduation ceremony. An exception may be made by the administration for those students within one credit of the required minimum. This policy is intended to add force and meaning to graduation. Students considered for commencement addresses need to be in attendance the entire school year and be enrolled in a minimum of four class periods offered in the Sebeka High School building during their senior year.

#### **Graduation Requirements (24 credits to graduate)**

1 credit Geography  
1 credit American History  
1 credit Global History  
1 credit Political Science/Economics  
4 credits English (Required - English 9, American Literature, English 11)  
1 credit Nonlinear  
1 credit Geometry I  
1 credit Algebra II  
1 credit Math of your choice (College Algebra, Business Math, Accounting)  
½ credit Health (9th grade)  
½ credit Physical Ed (10th grade)  
½ credit Careers  
1 credit Physical Science  
1 credit Biology  
1 credit Chemistry  
1 credit Science of your choice (Anat., Environmental Science, Forensics, Horticulture, Animal Science or Veterinary Science)  
1 credit Fine Arts (Art, Band, Choir, Desktop Publishing & Web Design, IT Graphics and Welding Sculpture - Foreign Language does not count)  
6.0 Elective credits  
-----  
24 credits needed to graduate

Sebeka High School expects pupils to be enrolled in seven classes. Exceptions may be made on an individual basis for students to enroll in six or eight classes as the situation warrants. The Principal will process all requests to carry other than seven classes. Students in grades 7 – 8 enrolled in band or choir.

In addition to those classes for grades 9 –12, all core courses in 7<sup>th</sup> and 8<sup>th</sup> grade must be completed and passed in junior high or through credit recovery in order to graduate. Those students in grades 7 and 8 who fail a semester class

in the core curriculum (Math, English, Science, Social Studies) will be required to attend summer school in order to make up the credit. If the student chooses not to attend remedial classes, the student will repeat the class during the following school year before being promoted into the next grade level for that class. Students may have the ability to work out an alternative plan at the discretion of the classroom teacher, with the approval of the counselor and the administration. As well as meeting the credit requirement for graduation, students are expected to maintain full-time status throughout the four years of high school. This requirement also applies to students in the Post-Secondary Enrollment Options program. Exceptions can be made on an individual basis for work release. Study hall for students in grades 9-12 will be given with administrative permission only.

#### **Post Secondary Enrollment Options and Concurrent Enrollment:**

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1 every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. A meeting must also be organized with the student, parents/guardians, counselor, and school administration to review the qualifiers and expectations of a PSEO student.

1. In order to participate in PSEO courses, you must have a cumulative GPA of 3.5 as a Sophomore, 3.2 as a Junior or 2.8 as a Senior.
2. All college courses will transfer to your Sebeka High School transcript with the grade earned. No college grades are “weighted” when transferred to your Sebeka High School transcript. If a college
3. Use the following formula to convert college semester credits to Sebeka High School credits: 1 college credit = .25 Sebeka High School credit.
4. College textbooks belong to the high school and must be returned to Sebeka School at the end of the course.
5. Students will not be allowed to drop or withdraw from a course after the course has started and the school has been charged for the class..
6. Students are responsible for knowing the college’s registration deadlines and add/drop dates. Your counselor **MUST** be informed of changes made in your schedule (dropping/adding courses.)
7. Students who fail a concurrent course will be required to meet with the school counselor to determine if future concurrent classes will be allowed. Sebeka School has the right to limit concurrent classes for students who are not making adequate progress.
8. Online students will be expected to provide a printout of their current online course grades to the counselor or online supervisor/proctor every 2 weeks.
9. Students who intend to participate in PSEO for the upcoming school year must notify the school counselor no later than May 30th.
10. College academic and attendance complications for PSEO students need to be handled by the college and students. Your counselor should be informed, but has no jurisdiction over college matters for PSEO students.
11. PSEO students may participate in high school events and activities.
12. It is the PSEO student’s responsibility to stay informed about school happenings and to meet Sebeka High School graduation requirements.
13. High school diplomas are held until Sebeka High School receives a transcript from the college AND all graduation requirements are verified.

**Online Options:** The school district policy manual addresses the issue of Online Learning Policy #624 stating Sebeka School’s general statement of policy and procedures that students need to follow to receive approval and credit for classes taken through online learning opportunities. Taking an online college course is a commitment. Once payment has been made for online college classes, no class may be dropped.



### Qualifiers for Concurrent College Course Enrollment

Sebek School believes in supporting students who are ready for college-level work in high school by offering dual credit courses for sophomores, juniors, and seniors who meet the following qualifiers:

Sophomores (CTE course only)	Juniors	Seniors
GPA of 3.5 or higher Must pass Accuplacer Must have written approval from administration & counselor	GPA of 3.2 Must pass Accuplacer	GPA of 2.8 Must pass Accuplacer

**Foreign Exchange Students:** Foreign exchange students will need to meet requirements as equated to Sebek High School standards in order to receive a diploma or certificate of attendance. Students are to meet with the counselor at the beginning of the year to determine if they will be on track for a high school diploma or receive a certificate of attendance for their academic year in America.

**Academic Course Test-Out Policy:** Students will have the option of testing out of classes they feel adequate background has been gained through personal or homebound instruction. For specific information contact the counselor's office for policy, procedures, and guideline recommendations.

**Independent Study Option:** Students may be able to take independent study classes provided prior approval of the instructor and the school counselor is given. Students will need to follow criteria and guidelines as established by the principal and counselor.

**Work Release:** Students will need to be on track to graduation and currently employed to be eligible for this program. Students will have one class period with the placement teacher and fulfill the requirements given by the placement teacher. If a student chooses to leave early for this program, they will need to stay through the end of 4th hour. Failing will result in losing this privilege

**Final Exams:** Final examinations or final projects are given at the end of each semester. Final exams total 10% of the final grade for each course.

### GUEST SPEAKERS

Guest speakers are welcomed to support the curriculum and instruction of our high school courses when pre-approved by the administration and the teacher. Guest speakers should get this approval with more than 24-hour notice.

### REPORT CARDS AND MID-TERM REPORTS

Report cards will be issued every nine weeks. These should be taken home and presented to the parents for examination. Report cards need not be returned to school. Mid-term reports will also be mailed out to all students.

### GRADING SCALE

A = 92.5% and above	C = 72.5%
A- = 89.5%	C- = 69.5%
B+ = 86.5%	D+ = 66.5%
B = 82.5%	D = 62.5%
B- = 79.5%	D- = 59.5%
C+ = 76.5%	

### GRADE CHECKS

Grade checks will be completed at mid-term during each quarter. Students not passing at mid-term time will be ineligible until the coursework is completed in order to be passing. At the end of the quarter, students who are not passing are ineligible for a time period of two weeks. This two week time period goes into effect at the time the ineligibility comes out and is shared with the Activities Director, Dean of Students, administration, and staff.

## **HONOR ROLL**

Honor roll will be based on a point system. Students' average in academic classes will determine the honor roll. Honor roll will be released at the end of each quarter marking period. Honor students will be recognized in the following manner:

"4.0" Honor students will have straight A's in all of their classes: "A" Honor students will have a GPA of 3.67-3.99; "B+" Honor students will have a GPA of 3.33-3.66; "B" Honor students will have a GPA of 3.00-3.32.

The point system is as follows:

A =	4.00	C =	2.00
A- =	3.67	C- =	1.67
B+ =	3.33	D+ =	1.33
B =	3.00	D =	1.00
B- =	2.67	D- =	.67
C+ =	2.33		

A student with an "F" in any academic class will not be considered for the honor roll.

## **MINNESOTA COMPREHENSIVE ASSESSMENTS (MCAs)**

As a requirement of Minnesota's Department of Education, our school gives the Minnesota Comprehensive Assessments (MCAs) each spring to students in our school district. Students in 7th (reading and math), 8th (reading, math, and science), 10th (reading and science), and 11th grade (math) are assessed each spring in various subjects. A new testing component that is required for the Class of 2020 is the State Civics test. Students graduating in this class and beyond will need to complete this Civics assessment before they graduate from Sebeka High School.

According to M.S. 120B.31, Subd. 4a, which requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessment, the Commissioner of the Minnesota Department of Education (MDE) developed a form for parents to use to exercise the right to opt-out of these assessments. The form can be located at the end of the high school handbook, our school website, or in the school counselor's office. Questions about MCAs should be directed to the school counselor or to school administration.

## **ACT EXAM**

Following the Minnesota Department of Education's recent legislation regarding M.S. 120B.30, subdivision 1e, the Sebeka School District will continue to provide students the opportunity to participate in a college entrance exam on a school day (traditionally this has been the ACT exam), but individual students are not required to participate. The Statute states that the ACT test is optional and will be free to those who qualify for free or reduced meals. All other students may be asked to pay for the ACT test.

## **PEER TUTOR**

For students who are Peer Tutors, grades will be earned as pass or fail.

## **FAILURES**

Most failures are due to a lack of application and effort, not a lack of ability. Pupils can avoid failures by doing their work regularly and getting their work in on time. A pupil owes it to himself or herself and his or her parents to try to do his/her best on his/her schoolwork. Midterm failing slips will be given out each grading period. This is a warning that unless improvement is shown, a student will most likely fail the course during that grading period. Failing a required course for the semester will necessitate repeating the course in Sebeka School or completing the course at an accredited Minnesota School District. Even if a student is classified as a senior, it does not ensure one of automatic graduation. Those students in grades 7 and 8 who fail a semester class in the core curriculum (Math, English, Science or Social Studies) will be required to attend summer school in order to make up the credit. If the student chooses not to attend remedial classes, the student will repeat the class during the following school year before being promoted into the next grade level for that class. Students may have the ability to work out an alternative plan at the discretion of the classroom teacher, with the approval of the counselor and the administration.

## **POLICY ON INCOMPLETES**

An "I" (incomplete) on your report card means that the student has some work that has not been completed for the class. The work must be done in order to receive a grade. If a student has an incomplete, they are ineligible to participate in extracurricular activities until the incomplete becomes a passing grade. Incompletes must be taken care

of within ten (10) school days after the end of the quarter. (Students do not get 10 days from the time report cards are handed out.) If the work is not made up within the 10 days, or if other arrangements have not been made with the teacher, the grade for the quarter or semester will be determined based on zeros for assignments the students have not turned in. If there are extenuating circumstances, please see the teacher or school administrator(s) for arrangements.

### **CHEATING**

Students caught cheating on their assignments, quizzes or tests will receive a “0” for that test or work. If the violation involves the use of technology, the student is subject to confiscation of his/her device. Parents will be notified of the disciplinary action and consequences by the classroom teacher or administration.

### **V. ATTENDANCE POLICIES**

The intent of this policy is to interpret to all parents the purpose of the school to provide a maximum program of education to all students in the district and to comply with regulations and recommendations of the State Board of Education regarding attendance.

The School Board of Independent School District #820 believes that regular school attendance is directly related to success in academic work, benefits students socially, provides an opportunity for important communication between teacher and student and establishes regular habits of dependability important to the future of the student. Consequently, the following attendance policy is intended to be positive and not punitive. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent/guardian, teacher, and administrators. This policy will assist students in attending class.

### **COMPULSORY ATTENDANCE**

Children between seven (7) and seventeen (17) years of age shall attend a public or private school each year during the entire time the public schools of the district in which the child resides are in session. (Chapter 132, School Law of 1957). The only excused absences are an illness of the pupil or serious illness, death, or emergency in the immediate family.

For more specific student attendance guidelines refer to Sebeka School Policy 503 as adopted by the Sebeka School Board of Education on 6-13-06 as part of the school policy manual.

### **STUDENT’S RESPONSIBILITY**

It is the student’s right to be in school. It is also the student’s responsibility to attend all assigned classes and study halls every day that school is in session and to follow the correct procedures when absent from an assigned class or study hall. Therefore, it is also the student’s responsibility to familiarize himself/herself with all the procedures governing attendance. Students that are absent on a regular basis or for a prolonged period may be required to submit a doctor’s note. Students who have been assigned to detention for an unexcused absence must complete the detention within two weeks. It is the student’s responsibility to ensure that all missed homework is determined and completed according to the directions of the teacher.

### **PARENT’S OR GUARDIAN’S RESPONSIBILITY**

It is the responsibility of the student’s parent or guardian to encourage the student to attend school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

### **TEACHER’S RESPONSIBILITY**

It is the teacher’s responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. Teachers need to document (with the form supplied by the office) and notify the school’s designated truancy officer in writing when a student misses excessive classes. The designated school truancy officer will follow up with a comprehensive review of the student’s attendance history.

It is also the teacher’s responsibility to familiarize himself/herself with all procedures governing attendance and to apply these procedures uniformly to avoid confusing the students. It is also the teacher’s responsibility to provide any student who has been absent with any missed assignments. Finally, it is the teacher’s responsibility to work cooperatively with the student’s parent/guardian and the student to solve any attendance problems that may arise.

## ADMINISTRATOR'S/TRUANCY OFFICER'S RESPONSIBILITY

It is the administrator's responsibility to encourage students to attend all assigned classes and study halls. It is also the administrator's responsibility to familiarize himself/herself with all procedures governing attendance and to apply these procedures uniformly to all students. It is also the administrator's responsibility to maintain accurate records on student attendance and to publish a legible list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to correspond with the school's designated truancy officer regularly to discuss student attendance and to work cooperatively with them and the student to solve attendance problems. Therefore, in accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law, Minnesota Statutes Section 120A.22, the students of District #820 are required to attend all assigned classes and/or study hall everyday school's in session.

## ATTENDANCE/AWOL

Any time that a student wishes to leave an assigned room or the school building, the student must have a signed pass from the assigned teacher or the office if going out of the building. The student must also sign out of the classroom sign-out sheet or on the office sign-out if leaving the building. A student must bring a note from home prior to leaving the building expressing parental consent for the student to do so.

Students are to be in the building and appropriate classrooms and assigned areas and are to stay until released by the teacher in charge.

Certain areas of the school have been designated off-limits. Students found in these areas without express written consent or under the direct supervision of a staff member are off-limits. High School students should not be in the elementary areas of the building.

Truancy – A student whose parents expect him/her to be in school but who do not attend for other than lawful reason is a truant. This student will make up work missed and will be placed in In-School Suspension or detention. Truancy is further defined in the policies listed below.

All students who have an unexcused absence, several periods, or the whole day will be required to make up double the time skipped. I.e. **1 unexcused = 1 after school detention OR 3 lunch detentions**

Students are allowed three tardies per quarter.

## ATTENDANCE RECORDING

Absentees must present a note from home explaining the absence or, if possible, parents/guardians are required to call the school between 7:00 and 8:45 a.m. to inform the office of the reason for absence. Parent/guardian follow-up must take place with students' return to school.

It is the expectation of students and parents/guardians to inform the school of anticipated absences whenever possible (e.g. vacations, medical/dental appointments, college visits.) Students must be in attendance the entire school day in order to participate in any extracurricular activity. The Principal/Activities Director or Superintendent may issue an exception upon prior approval or an emergency situation.

Any student who leaves school without permission from the office for any purpose or is not in an assigned area by the teacher will receive an unexcused absence.

Parents/guardians may not excuse a student for leaving the building if the office has not been notified prior to the student leaving.

We understand that some doctor's appointments must be done during the school day. A student must turn in a note from the doctor's office to the main office to consider it an excused absence.

**MAKE-UP SLIPS** - Each time a student has been absent from school a signed, written excuse by the parent or phone call from the parent or legal guardian to the high school office is required in order to verify the time missed. Students and parents have one week from absence to bring in a note or call the office. If no excuse is received, the absence becomes unexcused.

It is the responsibility of the student to complete missing work; the teacher is to assist you in getting the assignment, to offer help in understanding the work missed, and evaluate the work turned in for make-up. Students are encouraged to utilize the school's online tools - Infinite Campus and teachers' Google Sites to keep up to date on grades, missing work, and classroom assignments.

Along with this attendance policy, Sebeka Public Schools will also be working in partnership with the Wadena County Collaborative and Community Concern for Youth to coordinate services and programs to solve attendance issues and bring programs to those students and families in need of help. The intent of the following program is not to replace Sebeka Public School's policy on attendance but to work in conjunction with the established attendance policy of Sebeka Public School.

**A SPECIAL NOTE TO 18-YEAR OLDS** - August 1, 1974, a modification of the 18-year-old age of majority bill went into effect, which has been interpreted to mean that any student from ages 18 - 21 years of age is regulated by the same rules as a student under the age of 18 years.

"Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education." Minnesota Statutes Chapter 120A.20

Legally you are now an adult, which provides you with some new freedoms, but also demands that you fulfill the responsibility of following the rules and regulations of the school.

Sebeka Public School does not recognize the fact that 18-year-olds can write their own notes to be excused from school. Notes must be signed by a parent or legal guardian.

### **TARDIES/ABSENCES**

Students are tardy if not in their assigned room when class begins. Students are allowed two tardies per quarter.

#### **A. Unexcused Tardies:**

1. An unexcused tardy is failing to be in an assigned area at the scheduled time without a valid excuse.

**Examples of Excused Tardies:** Teacher initiated delays, called to the office, visit the nurse, etc. With excused tardies, students should come with a pass from a staff member or the office.

2. Any unexcused tardy over 10 minutes of class time will be considered an unexcused absence.

#### **B. Consequences of Tardiness:**

1. On the third tardy the student will be given a verbal/written warning by administration. The following steps will take place should the student continue to be tardy to classes:

- 3rd tardy = verbal/written warning
- 4-5 tardies = lunch detention & may start losing points in class
- 6-8 tardies = after school detention
- 9+ tardies = ISS

2. Unexcused tardies will be treated as the equivalent of absences according to the following ratio: three (3) unexcused tardies per class period = one (1) unexcused absence for grades 7-12.

#### **C. Consequences for Excessive Absenteeism:**

1. The following will be used as the guideline for excessive student absenteeism:

- a. After four (4) accumulated, unexcused absences in a semester (which are non-school related), credit for the course may be denied. The administrator may begin proceedings for the loss of academic credit in the class or classes from which the student has been absent. Exceptions will be determined by the administration.

- b. The procedure for the loss of academic credit for a class or classes will include the following steps:

1. After two (2) unexcused absences from a class, the parents/guardians of the student will be notified by mail that their student has missed two (2) days and is in jeopardy of not receiving credit for that course.

2. If a student misses four (4) or more days, unexcused per semester, he/she may lose all credit for classes missed. When this happens, the student or his/her parents may petition the Principal in writing within three (3) days of the notification providing there are unusual circumstances. This petition may be referred to a Review Board for consideration. The Review Board will consist of one (1) School Board member, one (1) teacher appointed by the Principal, a parent, and the Principal.

3. The student is to stay in assigned classes until the appeal is processed and a decision is reached.
4. The exchange will be an hour for hour. The students may also attend on staff development days where arrangements have been made with either the teacher or administration.
5. Unexcused absences will be made up by assigned detention for each period missed. Refusal will result in ISS.

#### **D. Truancy**

1. Under Minnesota Statute 260A.02 Minnesota Public Schools send notice of continuing truancy if a child has missed three or more unexcused days of school if in elementary school, three or more class periods on three separate days if the child is in middle school, junior high, or high school. Students in high school are considered habitually truant if they miss one or more class periods on seven different days. Elementary students are habitually truant if seven school days are missed for an unexcused reason. A student whose parents expect him to be in school, but who do not attend for other lawful reasons is truant. This student will make up work missed and will be placed in after-school detention equal to the number of hours of school missed.
2. Students who have not attained their 17<sup>th</sup> birthday are required by the State Compulsory Attendance Law to be in school on a regular basis unless legally excused.
3. Any student 17 years old or older that withdraws from school may do so only under the following guidelines:
  - Parents and student must meet with the Principal.
  - A written letter must be presented to the Principal stating that the student is withdrawing from school.
  - Alternative educational plans need to be discussed.
  - Failure to follow this procedure will result in truancy being filed with the county.
4. Re-admittance after an absence:
  - Immediately upon returning to school from an absence or tardiness the student will report to the Principal's Office and receive an absence slip or tardy slip prior to attending any classes.
  - Prior to obtaining an absence slip, the student must present a note to the Principal's Office showing (1) the date(s) of absence. (2) the specific reason for the absence. (3) student's name, and (4) parent's signature.
5. Students will have the *number of days absent plus one (1) to complete make-up work*. If not completed in that time, no credit will be given for the assignment for that class or classes. Students with excessive absenteeism will have a plan developed with input from the parents and administration so students are able to successfully complete course work and adhere to state and local attendance regulations.

#### **E. Excused Absences - Will make up all work missed.**

- Illness of student
  - o In case of illness for five (5) days or more in a quarter, a statement from the local health officer, nurse, or attending physician may be required. Attendance may then be reviewed by the school truancy officer and school administration.
  - o The assumption is made that if a student is too ill to attend school, they are too ill to appear in public or attend school functions that day.
- Illness or death in the family.
- Impassable roads or weather making travel unsafe
- Required to be in court
- Medical or dental treatment that cannot be scheduled outside of school hours
- Work at home when essential to the family's welfare (Pre-Approval by Principal)
- Any absence that in the school administrator's opinion indicates educational value to the student and if there is prior notice and the work is made-up prior to the absence in the Junior-Senior High School. In the elementary school, the student must get assignments prior to leaving and make up the work during the absence if the Principal deems it best for the student.
- Religious holidays and special functions
- Special family trips (Pre-Approval by Principal)
- Post-secondary visitations (Maximum of two school days)

All other Absences will be deemed unexcused unless pre-approved by the Principal. The school has a right to verify any and all absences (The school will make the final determination if the absence is excused or unexcused).

Those students who accumulate an excessive amount of excused absences will design a plan with the Dean of Students or Principal to complete the work missed in order to retain credit and may be referred to the school's attendance program.

1. Students who do have an extensive list of excessive excused absences may be referred to the School Attendance Program (see below). When a student reaches eight (8) absences per semester, a doctor's note or proof of appointment will be required. If no note is provided, the absences will be marked as unexcused, unless approved by administration.
2. Students who have an extensive list of doctor and/or other appointments after (or before depending on student's history of attendance) will need to return to school with a signed doctor's note to verify the appointment.

## **SCHOOL ATTENDANCE PROGRAM (SAP)**

### **1. PROCESS:**

A. The high school office and Dean of Students review attendance on a daily basis. If a child is absent and the high school office has not been notified prior, the high school office will follow up with a telephone call to the parent/guardian at home or work notifying them of their child's absence from school. They will also be reminded of the importance of their child being in school on a daily basis.

B. Three (3) unexcused *periods* for high school and junior high school, and three *days* for elementary. When a child has three unexcused absences, the child is considered a continuing truant, which is not in violation of the law but warrants the school to begin an intervention process.

1. The Dean of Students or Principal will send a letter and a Wadena County School Attendance Mediation Program brochure (if the student resides in Wadena County) home to the parents/guardians. (required under MS 260A.03) A copy of the letter will also be sent to the residential county human services. This notice must contain the following information.

- that the child is truant;
  - that a parent or guardian should notify the school if there is a valid excuse for the child's absences;
  - that a parent or guardian is obligated to compel the child to attend school or face criminal prosecution under the compulsory school attendance law (MS 120A.34);
  - that alternative programs and services may be available in the school district and that the parent or guardian has the right to meet with school officials to discuss possible solutions to the child's truancy;
  - that the parent and child may be subject to court proceedings if attendance does not improve and that the child may face the loss of his or her driving privileges if the truancy continues (MS 260C.201);
- and

C. Five (5) unexcused *periods* for high school and junior high school, and *days* for elementary. When a child has five or more unexcused absences, they are considered continual truants and are in violation of MS 260A.03. High school students may also be denied credit for any course with four unexcused absences.

1. A letter will be sent home from the school and county indicating that the student is now heading towards being truant.
2. A mediation meeting will be scheduled with the county attorney, family, school, CCY and human services to discuss why absences are continuing and work to resolve those barriers

D. Seven (7) unexcused absences (full day or at least one class period on 7 different days) for high school and junior high and seven (7) days for elementary students. When a child exceeds 7 or more unexcused absences, they are considered habitual truants and are in violation of MS 260C.007, Subd. 19. A report will be made to the county human services and a Child Protective Service report will become involved. At this time a CHIPS petition may be filed and the student may have to appear in court

## **2. CASE MONITORING:**

A. Reviews will be scheduled at the time of the contract meeting to include, county social worker, school officials, parents, and child. Reviews are scheduled every two weeks until the child's attendance improves. The length between reviews is subject to change depending on the child's progress.

### **B. Responsibility of the Dean of Students or Principal**

- Check and review daily attendance of child;
- Meet with the child at school frequently (daily if possible) to begin with and decrease contact as the child's attendance and other related behavior improves;
- Meet with the child's teachers and explain that the child is involved in SAP. Inquire as to any special needs or classes that need attention;
- Accompany the child to class, as needed;
- Contact the child's parents at both home and/or work to inquire as to absences of the child;
- Document, in detail, all personal, telephone and collateral contacts made regarding the case

C. Child is discharged from SAP when the case is deemed successful or when the, school official, or court has terminated the child's involvement in the program.

## **3. FAILURE TO PARTICIPATE IN SCHOOL ATTENDANCE PROGRAM:**

If there is no improvement in attendance and other related behaviors, a truancy petition will be filed. This decision will be made jointly by school officials. A designated school official will send the following to the Wadena County Attorney's office:

1. Truancy request form;
2. Copy of the notice sent to parents (MS 260A.03) and the date it was sent;
3. All documentation of efforts made to intervene:
  - copy of all notices/letters to parents
  - list of detentions/suspensions and indicate why they were given
  - copy of child's attendance record

## **4. APPROPRIATE ACTION AND CONSEQUENCES:**

The Wadena County Attorney's office may choose one or more of the following actions:

1. File Educational Neglect charges against the parent if it is determined that they are responsible for the child's absenteeism.
2. Refer back to school for additional efforts and documentation.
3. File a petition against the child for truancy.

## **5. PROBATION:**

MS 260C.201, Subd.1 (b) states: If a child was adjudicated in need of protection or services because the child is a runaway or habitual truant, the court may order any of the following dispositions in addition to or as alternatives to the dispositions authorized under paragraph (a):

1. Counsel the child or the child's parents, guardian, or custodian;
2. Place the child under the supervision of a probation officer or other suitable person in the child's own home under conditions prescribed by the court, including reasonable rules for the child's conduct and the conduct of the parents, guardian, or custodian, designed for the physical, mental, and moral well-being and behavior of the child
3. Subject to the court's supervision, transfer legal custody of the child to one of the following:
  - a. A reputable person of good moral character. No person may receive custody of two or more unrelated children unless licensed to operate a residential program under sections 245A.01 to 245A.16; or
  - b. A county probation officer for placement in a group foster home established under the direction of the juvenile court and licensed pursuant to MS 241.021;
4. Require the child to pay a fine of up to \$100. The court shall order payment of the fine in a manner that will not impose undue financial hardship upon the child;



5. Require the child to participate in a community service project;
6. Order the child to undergo a chemical dependency evaluation and if warranted by the evaluation, order participation by the child in a drug awareness program or an inpatient or outpatient chemical dependency treatment program;
7. If the court believes that it is in the best interests of the child and of public safety that the child's driver's license or instruction permit be canceled, the court may order the commissioner of public safety to cancel the child's license or permit for any period up to the child's 18th birthday. If the child does not have a driver's license or permit, the court may order a denial of driving privileges for any period up to the child's 18th birthday. The court shall forward an order issued under this clause to the commissioner, who shall cancel the license or permit or deny driving privileges without a hearing for the period specified by the court. At any time before the expiration of the period of cancellation or denial, the court may, for good cause, order the commissioner of public safety to allow the child to apply for a license or permit, and the commissioner shall so authorize;
8. Order that the child's parents or legal guardian deliver the child to school at the beginning of each school day for a period of time specified by the court; or
9. Require the child to perform any other activities or participate in any other treatment programs deemed appropriate by the court.

**\*\*PLEASE NOTE\*\*** According to MS 260C.201, Subd. 1(c): If a child who is 14 years of age or older is adjudicated in need of protection or services because the child is a habitual truant and truancy procedures involving the child were previously dealt with by a school attendance review board or county attorney mediation program under section 260A.06 or 260A.07, the court shall order a cancellation or denial of driving privileges under paragraph (b), clause (7), for any period up to the child's 18th birthday.

## **VI. STUDENT BEHAVIOR & DISCIPLINE POLICIES**

Every school must have rules and regulations, but no written rules and regulations can possibly cover all situations. It should be understood that it is not practical or necessary to attempt to put into this handbook all regulations. We are here primarily to get an education and to enjoy our school years in a fine, wholesome atmosphere. For example, the school has the right to expect students to be courteous, considerate of others, clean, and appropriate role models. Most of these mannerisms are learned at an early age. However, if there are students who either haven't learned these common demands of society or tend to ignore them, it's mandatory for these students to learn these things quickly, for they will be held accountable regardless.

No employee or agent of the school district shall inflict corporal punishment upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in the corporal punishment policy #507 in the district's policy manual, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

### **DISRUPTION OF SCHOOL**

Students shall not engage in any activity that hinders or impedes the teacher from teaching and the students from learning. Behaviors that distract to this extent are inappropriate in school as well as any other aspect of life. This includes the disruption of assemblies, as they are part of the school program for personal improvement. Lewd or obscene gestures, printed material, public display of affection, and inappropriate language are also disruptive influences and have no place in school. The inappropriate use of cameras (digital cameras or phone cameras), video recorders and other variations of recording devices are prohibited in school.

### **SAFETY**

Whenever there are a large number of people gathered, there is the possibility of injury. Therefore, any activity that could potentially cause injury to anyone is prohibited. Specific activities such as running in the hallway, tripping, throwing or shooting of any item, and roughhousing are prohibited. Lunchroom conduct should be exemplary. The throwing of food, and leaving a messy table, is not only disrespectful of others but also a safety hazard. Safe conduct should be practiced in any area or classroom where power equipment, chemicals, or other machinery are located. Instruction in and practice of proper use and safety techniques will be provided by the appropriate instructor who will also grant permission for use only after such instruction has been successfully completed.

Safety on buses, during early or late routes or special trips, is of utmost importance. Students should abide by the rules of bus conduct as established by the Board of Education, which are posted in the buses and distributed to the students.

## **RIGHTS AND PROPERTY**

A student will not enter or cause to be entered, a locker, desk, cabinet, or any space which is in part or fully assigned to a student, faculty member or other employees of the school without the expressed permission of the person assigned to that space. Students are not allowed to change lockers without permission.

A student shall not cause or attempt to cause damage to private and/or school property, or steal or attempt to steal property either on the school grounds or during a school activity, function, or evening event off school grounds.

## **HONESTY**

Honesty is a value that every person must have. No student, teacher, or other staff members in school should tolerate cheating, lying, stealing or any other action that conceals or distorts the truth. All students and staff members should make the utmost effort to get help for people who exhibit dishonest tendencies.

## **PHYSICAL ABUSE**

A student will not intentionally cause or attempt to cause physical injury or behave in such a way that could cause physical injury to another person:

- On the school grounds before, during, and after school hours.
- On the school grounds at any other time when the school is being used.
- Off the school grounds at a school activity, function, or event.

Neither self-defense nor action undertaken on the reasonable belief that it is necessary to protect some other person will be considered an intentional act under this rule. Physical force inflicting injury to an individual on school property will be referred to law enforcement and prosecuted.

## **VERBAL ABUSE/INTIMIDATION**

As with physical abuse, no person is to make verbal or written statements that are humiliating or threatening to another person. This includes, but is not limited to, social networks used over the Internet that may cause a disruption in the regular school day even if the incident occurs outside of the school day and/or school hours. Proper disciplinary action will occur in accordance with Sebek School's disciplinary policy.

## **SUBSTANCE ABUSE**

Possession and/or use of tobacco products (including vapes) while on school property or off school property while at a school function is strictly forbidden. Students in possession of or using illegal substances on school property will be turned in to law enforcement.

The misuse of prescription drugs, such as selling or giving away a drug that is specifically prescribed by a doctor for a particular student's own use is strictly forbidden while on school property or at a school activity.

## **RESPECT FOR AUTHORITY/INSUBORDINATION**

Every student is required to carry out the reasonable direction, assignment and request of any teacher, paraprofessional, custodian, bus driver or school employee at any time during the school day or school-sponsored activity.

Refusal by the student orally, by action or inaction may be determined as insubordination. Cursing at or about a school employee will be considered as an act of defiance.

## **ILLEGAL/UNLAWFUL BEHAVIOR**

### **Damage or Destruction of School Property:**

1. A student shall not intentionally cause or attempt to cause damage to school property, or steal or attempt to steal school property.
2. Student regulation of windows, window shades, and heating controls and units can cause damage and/or injury. No student shall regulate any of the above without the expressed consent of the school employee assigned to that space.
3. A student will not set fire to, or materially and intentionally damage any school building or content, vehicle, or any other school property.

**Weapons and Dangerous Instruments:**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon (any knife, including a small penknife and other dangerous objects which are not of reasonable use to the pupil at school):

- On the school grounds during and immediately before or immediately after school hours.
- On the school grounds at any other time when the school is being used by a school group.
- Off the school grounds at any school activity, function, or events.

Students may ask for safe harbor if the students bring the item to the office and reports to administration immediately upon realizing the error in bringing it to school.

**Alcohol, Drugs (Marijuana or any other controlled substance):**

- A student shall not consume, have in possession, buy, sell, give away or show evidence of having used or consumed a beverage containing alcohol while on school property or off school property while at a school activity, function, or event.
- A student shall not use, consume, have in possession, buy, sell or give away marijuana or any controlled substance defined by law as a drug while on school property or off school property while at a school activity, function, or event.
- Setting off a fire alarm without due cause will be handled as prescribed by law and also as indicated on the grid. Such an action not only causes disruption of the school day but also is a safety hazard in that people could be injured when exiting the building.
- These basic rules intended to govern pupil conduct in and about the school property, have been adopted by the Sebeka Board of Education. A copy of this policy will be shared with each student, K-12 at the start of each school year and also posted on the school's website throughout the school year. A copy is also given to each student who registers during the school year.

**REMOVAL FROM CLASS**

"Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a pupil from attending a class for a period of time not to exceed one hour in the elementary or three class periods in the high school pursuant to procedures established in this policy.

**The grounds for removal of a pupil from class:** A student may be removed from class for any of the following reasons:

1. Actions significantly disrupting the rights of others to an education.
2. The ability of school personnel to perform their duties.
3. Conduct that endangers the pupil or other pupils, or surrounding person, including school district employees or property of the school.
4. Willful destruction of property in the educational environment.

Students, whose action is such that the teacher deems it necessary to do so, may be caused to leave the classroom at the discretion of the teacher. The authority to do so is given by the Sebeka Board of Education.

A. When a student is instructed to leave a classroom for violation of rules, the teacher, administrator, or school employee in the position of responsibility shall:

1. Issue the student a pass to a specific place.
2. Walk the student to the office.
3. Give immediate notice to the Dean of Students or Principal's Office of the removal from the classroom.
4. The teacher (or other personnel) will state the reason for the removal and whether discipline is to be administered by office personnel.

B. A teacher may recommend to the Principal that a student be removed from the specific class for (1) the remainder of the class period; (2) one additional meeting of the class; or (3) two additional meetings of that class at the secondary level, depending upon the severity of the offense. Three class periods are the maximum removal period.

C. The teacher who removes a student from a classroom is responsible for working out a plan

for readmission to class with the Dean of Students or Principal, the student and, if necessary, the parent.

D. The teacher is responsible for notifying the student of the violation, the period of time he/she is to be removed from class, and the plan of readmission to the class.

E. The teacher is responsible for notifying the parents of the student of the same information if the removal is greater than the remainder of the class period in which he/she is removed. Notification may be by telephone or by sending home a written notice to the parent the day of the removal. Such notice shall require the signature of the parent or guardian, confirming that they have read and understood the information. A copy of the returned notice shall be given to the teacher.

F. Where parent and teacher agree upon a method of discipline, it is expected that both parties will comply. It is intended that parents and teachers support the efforts to improve the behavior of the student.

### **REMOVAL OF A SPECIAL EDUCATION STUDENT FROM CLASS**

A. If a teacher removes a special education student from class and suspects the handicapping condition is contributing to the behavior problems of the student, he/she will seek out the Case Manager of the student and ask for a team meeting.

B. In regard to the suspension, expulsion or exclusion of a Special Education student, Minnesota Chapter Seven effective October 11, 1984, requires a team meeting, including or at least inviting the parents, to be held within five days of the suspension. If exclusion or expulsion is a consideration, a team meeting must occur prior to this action. The Pupil Fair Dismissal Act applies to all students.

Three issues must be addressed: is the misconduct related to the handicapping condition, review any assessments and determine the need for further assessment, and review the IEP program.

The Principal and the licensed employees of the school shall confer at the least annually to review the discipline policy and to assess whether the policy has been enforced.

### **RESTRICTIVE PROCEDURES PLAN**

The Sebeka School District does have a Restrictive Procedures Plan. This plan is available in the school office or online.

### **AFTER SCHOOL ACADEMIC SUPPORT AND DETENTION**

**After School Support** - An after-school time designed to offer support to the learner in completing assignments and accomplishing academic goals.

**Detention** - An after-school time designed as a consequence for violating school handbook policy.

#### **Goals:**

1. To support students to be successful in completing their assignments, getting their high school credits completed and preparing for future employment by following through with daily tasks.
2. To provide the time necessary for students to complete their work under the direct supervision of a licensed teacher.
3. To encourage respect for the rules and regulations of the whole Sebeka School community
4. To foster student behavior that the understanding of the effects of their actions and the impact they have on our school community

#### **Dates:**

After School Support - Tuesday and Thursday *only*

- After School Support will be held after school on Tuesday and Thursday each week from 3:20-5:00 unless school is not in session. Teachers will contact parents/caregivers in advance of this assignment to inform them of academic concerns.
- If students do not attend After School Support as assigned, students will be reassigned to the next Tuesday or Thursday. Should students not attend again, further consequences will be determined.

**Detention** - Tuesday and Thursday *only*

- Detention will take place after school Tuesday or Thursday each week from 3:20 - 5:00 unless special arrangements are made by the school administration.

- If students do not serve detention, they will be assigned two detention times. If they continue to not attend, they will be assigned half a day of ISS. Should the student not attend again, further consequences will be determined.

**Detention for Cell Phone Violation-** Mornings Tuesday-Friday and after school Monday - Thursday

- A student will be assigned to 30 minutes of detention either before or after school
- If a student fails to serve their detention time, they will be assigned detention after school Tuesday or Thursday for 1.5 hours. If they fail to attend again, further consequences will be determined.

**Assignment of After School Support and Detention:**

- Students will be assigned to After School Support by teachers or administrators when assignments are missing and/or grades are not passing.
- Teachers will contact parents/caregivers to inform them of academic concerns before the After School Support is assigned.
- Students will be assigned to Detention by teachers or administrators when violations of the Sebekah High School Handbook take place.

**Detention Rules:**

- Students must report to the detention room by 3:20 P.M. on the assigned day or may be marked absent (resulting in further consequences).
- If students are attending detention for cell phone violations, they must report to the assigned room by 7:30 (if in the morning) or 3:20 if in the afternoon.
- Students will identify themselves as roll is taken.
- Students must bring schoolwork or something to read along to detention.
- No cell phones or other personal devices may be used during assigned detention.
- Students may not have food or beverage in the detention room.
- Students will not be allowed to talk or interact with other students during detention.
- Students will not be allowed to leave the room for any reason during the assigned detention time.
- If students do not follow the rules for detention, they will be asked to leave and will not be given credit for that day's detention.

Students must make arrangements for transportation on days when assigned detention. Students failing to report to detention may face further consequences.

**ISS - IN SCHOOL SUSPENSION**

In-school suspension (ISS) is an alternative setting that removes students from the classroom for a period of time, while still allowing students to attend school and complete their work. Generally, a student assigned to in-school suspension spends the entire day in the designated ISS location, completing work submitted in advance by the student's teachers, while being monitored by school staff.

Students serving time in ISS are not permitted to have any technology devices available unless deemed appropriate by school staff. Students in ISS for a full day will have a regular lunchtime (though not with their peers) but will not be allowed to have food or beverage items except water with them per our school's food and pop policy.

**OSS - SUSPENSION / EXPULSION**

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by [MSA 121A. 40 – 121A.56](#), more commonly known as the Minnesota Pupil Fair Dismissal Act.

Under the provisions of this law, students may be suspended or expelled from school for any of the following reasons:

- Willful violation of any reasonable School Board regulation
- Willful conduct that materially and substantially disrupts the rights of others to an education.
- Willful conduct which endangers the student, other students or school property.

Students may be summarily suspended from school for one day by the principal. Students may be suspended for two to five days by the principal following a brief hearing in the office.

Expulsions may be imposed by the School Board upon recommendation by the Principal. Expulsions may be for the remainder of the school year or less and may occur after the School Board has held a hearing in accordance with the law.

**A COPY OF THE MATRIX THAT DEFINES DISCIPLINARY PROCEDURES CAN BE FOUND AT THE BACK OF THE STUDENT HANDBOOK.**

### **WEAPONS POLICY**

All weapons and weapon replicas (toy guns, knives, etc.) should be kept at home. Should a student realize that such a toy or even a farm tool such as a pocket knife was accidentally brought to school, the student should immediately report to administration with the item and ask for “safe harbor” stating the reasoning why the item was inadvertently brought to school. Any student bringing a firearm to school will be automatically suspended for one calendar year per state law. Alternative placement for the student will be made.

In 1996, legislation was passed mandating one calendar year expulsion for any student bringing a firearm to school. Other weapons may draw a similar penalty. Civil action may also apply.

#### **I. PURPOSE:**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

#### **II. GENERAL STATEMENT OF POLICY:**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

#### **III. DEFINITIONS:**

##### **Weapon:**

1. A “weapon” means an object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No student shall use articles designed for other purposes (e.g. belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

##### **School Location:**

“School Location” includes a school building, school grounds, school activities or trips, bus stops or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

##### **Possession:**

“Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building 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.

**Consequences for Weapon Possession/Distribution:**

The School District and the school take a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing shall include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of the police;
4. Parent or guardian notification; and
5. Recommendation to the Superintendent of dismissal for not to exceed one year.

**Policy Application to Instructional Equipment/Tools:**

While the School District and the school take a firm “Zero Tolerance” position on the possession, use, and distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used or stored, shall not be considered in violation of the rule against possession, use, and distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

**Administrative Discretion:**

While the School District and the school take a firm “Zero Tolerance” position on the possession, use and distribution of weapons by students, the Superintendent, may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**BULLYING PROHIBITION POLICY****I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

**II. GENERAL STATEMENT OF POLICY**

A. 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 cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

D. False accusations or reports of bullying against another student are prohibited.

E. 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 the school district's policies and procedures, including the school district's discipline policy. The school district 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. The school district 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 the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

F. 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 the school district who is found to have violated this policy.

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. **"Bullying"** means 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.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. **"Cyberbullying"** means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic devices. The term applies to prohibited conduct that occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. **"Immediately"** means as soon as possible but in no event longer than 24 hours.

D. **"Intimidating, threatening, abusive, or harming conduct"** means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law violates a student's reasonable expectation of



privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA).

However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. **“On school premises, on school district property, at school functions or activities, or on school transportation”** means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. **“Prohibited conduct”** means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. **“Remedial response”** means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. **“Student”** means a student enrolled in a public school or a charter school.

#### IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses observes receives a report of or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personal data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personal data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the

child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

F. The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

G. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

H. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

I. The school district shall inform affected students and their parents of the rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

## **VIII. NOTICE**

A. The school district will give annual notice of this policy to students, parents or guardians, and staff and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **HARASSMENT AND VIOLENCE**

### **I. GENERAL STATEMENT OF POLICY**

It is the policy of Independent School District No. 820 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy (for purposes of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threat to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

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

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

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

**Sexual harassment may include but is not limited to:**

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupils by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- Unwelcome behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
- Unwelcome behavior or words directed at an individual because of gender

**B. Racial Harassment Definition:** Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

**C. Religious Harassment Definition:** Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
- Otherwise adversely affects an individual's employment or academic opportunities.

**D. Sexual Violence Definition:** Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

**Sexual violence may include but is not limited to:**

- Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex.

- Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts.
  - Coercing, forcing or attempting to coerce or force sexual intercourse of a sexual act on another; or
  - Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- E. Racial Violence Definition:** Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race.
- F. Religious Violence Definition:** Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.
- G. Assault Definition:** Assault is an act done with intent to cause fear in another of immediate bodily harm or death; the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.

### III. REPORTING PROCEDURES

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

A. In each school building, the building Principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building Principal immediately.

Upon receipt of a report, the Principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The Principal may request, but may not insist upon, a written complaint. The Principal will forward a written statement of the facts alleged as soon as practicable to the Human Rights Officer. If the report was given verbally, the Principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the Principal. If the complaint involves the building Principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District, The School Board hereby designates the Superintendent as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Principal.

The School District shall conspicuously report the name of the Human Rights Officer(s), including mailing addresses and telephone numbers.

C. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

### IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all facts and surrounding circumstances. In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Right Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### **V. School District Action**

A. Upon receipt of a report, the School District will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

#### **VI. REPRISAL**

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

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

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

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

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

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

This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

- This policy shall appear in the student handbook.
- The School District will develop a method of discussing this policy with students and employees.
- This policy shall be reviewed at least annually for compliance with state and federal law.

**SEBEKA PUBLIC SCHOOL DISTRICT ACCEPTABLE USE POLICY**  
**APPROPRIATE USE OF THE DATA NETWORK**

**POLICY DESCRIPTION AND OVERVIEW**

**A. Internet Privilege:**

1. Sebek Public School provides employees and students with access to the District's electronic communication system or Network, which includes Internet Access.
2. The Internet has a limited educational purpose. The use of the Internet is a privilege, not a right. Depending on the nature and degree of a violation and the number of previous violations, unacceptable use of the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payment for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion or termination of employment; and/or civil or criminal liability under other local, state and federal law. The purpose of the Internet is to assist in preparing students for continued education and work in the 21<sup>st</sup> century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Additionally, the internet will be used to increase intra-district communication, enhance productivity, and encourage District employees to enhance their skills through greater exchange of information with their peers. The internet will also assist the District in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.
3. Users may not use the Internet for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or services through the Internet.
4. The term "educational purpose" includes the use of the Internet for classroom activities, professional or career development, and limited high-quality self-improvement activities.

**B. District Responsibilities:**

1. The District Technology Coordinator & Superintendent will serve as the contact to oversee the Internet and will work with the Minnesota Department of Education as necessary, providing the district with current opportunities in technology.
2. The Building Principal will serve as the building-level contact for the Internet and manage the interpretation and enforcement of the Acceptable Use Policy within the building. The Technology Coordinator will notify teachers and staff of training opportunities so they may receive instruction in the use of the Internet, the requirements of this policy and assist in establishing a system of supervision of students using the Internet.
3. The District Technology Coordinator will establish a process for setting-up class/organization accounts, establish a retention schedule and establish a District virus protection process.

**C. Technical Services Provided through the Network:**

1. **World Wide Web** -The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from around the globe. The Web is a valuable research tool for students and employees.
2. **Internet Filter** - The District will acquire software designed to block access to certain sites. The district will also install and maintain software applications to monitor the use of the network and the access of employees, students, and guests to the world wide web.

**D. Access to the Network:**

The District's Acceptable Use Policy as part of the District Policy Manual shall govern all use of the District data network. The student handbook and District Policy Manual will also govern student use of the Internet. Employee use of the Network shall be governed by any Collective Bargaining Agreements and the District Policy Manual.

1. **World Wide Web** - All District employees will have Internet access. Students will have access to the Web through the District's networked computers. Parents may specifically request that their child or children not be provided such access by notifying the District in writing.



2. **Student Internet Access** - Students may have access to Internet World Wide Web information resources through their classroom, library, or school computer lab when assisted by a classroom teacher upon the return of a consent form completed by their parent or guardian.

#### **E. District Limitation of Liability**

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Internet will be error-free or without defect. Access and utilization of the Internet will be at the user's own risk and this system is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the Internet. The School District will not be responsible for financial obligations or other liabilities arising from the unauthorized use of the Internet.

By utilizing the internet, the user agrees that if the internet is used in an unauthorized manner, including incurring unauthorized financial obligations, the user shall release and indemnify the school district from all such obligations.

#### **F. Personal Responsibility:**

When you are using the Internet, it may seem as though you are anonymous and may easily break a rule and not be held accountable. This is not true. Whenever you do something on a network you leave "electronic footprints" illustrating where you have been, when you were there and what you have done. The School District has installed a monitoring utility on each PC in the district. This application maintains a detailed log of the locations the user has accessed on the internet. These log files record the URL, date and time accessed.

The fact that you can do something, or think you can do something without being held accountable does not make it right to break the rules. There is always one person who will know you have done wrong— that person is you. Your use of the Internet is a mirror directly reflecting to you and the rest of the world the quality of the person you are.

#### **G. 1:1 Chromebooks**

Students grades 7-12 will be issued a Chromebook and charger at the beginning of the school year. Each Chromebook is specifically assigned to that student and they are responsible for maintaining it in good condition. This means that the Chromebook must be charged at the beginning of each school day. Students will be held accountable for any damage to their Chromebook. This may include a fee for repairs or replacement fine. Chromebooks and chargers will be collected at the end of the school year. If a student does not turn in a charger, they will be fined.

#### **H. Due Process:**

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the Internet.
2. In the event there is an allegation that a student has violated the District's Acceptable Use Policy, disciplinary actions will be administered in accordance with the Student Acceptable Use Policy and the disciplinary code set forth in the Student Policy Handbook.
3. Disciplinary actions shall be appropriate for the specific concerns related to the violation, assisting the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the District Policy Manual, the violation will be handled in accord with the applicable provision of the stated policy.
4. Employee violations of the District's Acceptable Use Policy will be handled in accordance with the District Policy Manual and any applicable Collective Bargaining Agreements.
5. A student's right to free speech, as set forth in the District Policy Manual applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your right to opinions unless they infringe on the rights of others.

## **I. Search and Seizure**

1. System users have limited privacy in the contents of their personal files on the District network. By authorizing the use of the network, the school district does not relinquish control over materials on the system or contained in files on the system.
2. Routine maintenance and monitoring of the network may lead to the discovery that the user has or is violating the District's Acceptable Use Policy, the District Policy Manual, or the law.
3. An individual investigation or search will be conducted if there is reasonable suspicion indicating probable cause that a user has violated the law or the District Policy Manual. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
4. Data, materials or files stored and maintained on the network by District employees, guest users and students may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act. A parent or guardian has the right, at any time, to request to see the contents of their student's email files.
5. The School District will fully cooperate with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the network.

## **J. Copyright and Plagiarism:**

1. Policies on plagiarism will govern the use of material accessed through the internet.
2. Teachers will instruct students in appropriate research and citation practices.

## **K. Academic Freedom, Selection of Material, Rights to Free Speech**

1. District policies on copyright will govern the use of material accessed through the internet. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.
2. District policies on Academic Freedom and Free Speech will govern the use of the Internet.
3. When using the Internet for class activities, teachers will select age-appropriate material that is relevant to the course objectives. Teachers will preview the materials and sites they require students to access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in activities effectively and properly. Teachers will assist their students in developing the skills to discern the accuracy and truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
4. A student's right to free speech, as set forth in the District Policy Manual also applies to communication on the Internet. The network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your right to opinions unless they infringe on the rights of others.

## **L. District Website**

The websites hosted on the School District WWW and E-Mail server are a limited public forum. Students and staff involved in the development and maintenance of this website, related pages and links are prohibited from publishing matters or materials that are obscene, libelous, slanderous, that promote or advertise products or services which are not permitted for minors, which encourage students to commit illegal acts or which disrupt the orderly operation of the school or school activities, or which express or advocate sexual, racial or religious harassment, violence or prejudice.

1. **District Website** - The District has established a Website and will develop Web pages that will present information about the District. The District Technology Coordinator will manage the access and development of the site.
2. **School or Class Web Pages** - Schools and classes may establish Webpages that present information about the school or class activities. The building principal will designate an individual to be responsible for managing the school website. Teachers will be responsible for maintaining their class site.

3. **Student Web Pages** - With the approval of the Technology Coordinator, students may contribute material to the district web page. The principal will establish a process and criteria for the development and posting of material, including pointers to other sites, on these pages. Material presented on the student's website must be related to the student's educational and career preparation activities.
4. **Extracurricular Organization Web Pages** - With the approval of the Technology Coordinator, extracurricular organizations may establish web pages. The Technology Coordinator will establish a process and criteria for the development and posting of material, including pointers to other sites, on these pages. Material presented on the organization webpage must relate specifically to organization activities and will include student-produced material. Organization web pages must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to the District."

### **DISTRICT ACCEPTABLE USE POLICY**

#### **A. Personal Safety for Users**

1. Users shall not post private information about another person or personal contact information about themselves or other persons. Infringement on another person's right to privacy includes, but is not limited to: an unreasonable intrusion on a person's physical solitude or seclusion; a private fact about an individual; portraying an individual in a false light before the public; or appropriating a person's likeness. Personal contact information includes, but is not limited to, addresses, telephone numbers, work addresses, identification numbers, account numbers, access codes or passwords.
2. Users shall not re-post a message that was sent to the user privately without the permission of the person who originated the message.
3. Users will promptly disclose to the Technology Coordinator any message they receive that is inappropriate or makes them feel uncomfortable.

#### **B. Prohibited and Potentially Illegal Activities**

1. Users will not attempt to gain unauthorized access to the network or to any other computer system through the network or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files, even if only for the purposes of "browsing".
2. Users will not make deliberate attempts to disrupt their computer or the network system performance by changing or destroying data or knowingly propagating computer viruses.
3. Users will not use the network to engage in any other illegal act, including but not limited to such activities as arranging for the sale of drugs or the purchase of alcohol and tobacco, engaging in criminal gang activity, threatening the safety or well-being of another person, the school property and activities held within the district.

#### **C. System Security**

1. Users will immediately notify the Technology Coordinator if they have identified a possible security problem. Users WILL NOT hunt for or browse the network for security problems. These actions are prohibited.
2. Users will not download software applications, new desktop wallpaper, unauthorized audio or video clips or any inappropriate materials that may compromise the reliability or normal function of their machine or the network. Students will not, for any reason, turn off the power or interrupt the power service to any machine in the District. These actions are considered vandalism & graffiti and are subject to discipline as outlined in the District Policy Manual, the student discipline code and any Collective Bargaining Agreements. Such conduct may result in the immediate revocation of user privileges.
3. Users will not use the network to vandalize, damage or disable the property of another person or organization, make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware, wiring, and infrastructure or take action

to violate the School District's system security, and will not use the network in such a way as to disrupt the use of the system by others.

**D. Inappropriate Language**

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
2. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, discriminatory, abusive, intimidating, sexually explicit, degrading or inappropriate or disrespectful language.
3. Users will not post information that could cause damage or a danger of disruption.
4. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
5. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Harassment issues will be handled in accordance with the District Policy Manual and all local, state and federal laws.
6. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

**E. Respecting Resource Limits**

1. Users will utilize the network only for educational and professional or career development activities. Users will not use the internet to access, review, upload, download, store, print, post or distribute materials that use language or images that are inappropriate in an educational context or that are not central to the educational process and will not post information or materials that could cause damage or danger of disruption to the network system.
2. Users will not download large files unless absolutely necessary. When necessity dictates, users shall contact the Technology Coordinator or Course Instructor who will download the file at a time when the network is not being heavily used and immediately remove the file from a network computer to their personal computer.
3. Do not print directly from the Web. Please "cut & paste" relevant research and excerpts to a word processor before printing.

**F. Plagiarism and Copyright Infringement**

1. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
2. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
3. Student copyright infringement and plagiarism will be handled in accord with the student handbook policies and disciplinary consequences.

**G. Inappropriate Access to Material**

1. Users will not use the internet to access material that is profane, obscene (pornography) or sexually explicit material, material that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Reviewing, uploading, storing, printing, posting or distributing such materials on or through the network is strictly prohibited. If any user inadvertently accesses inappropriate materials they should make the Technology Coordinator aware of the instance. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy and allow for system monitoring and the expedient removal of the inappropriate material. A special exception may be made for hate literature if the purpose of a student's access is to conduct constructive research and both the teacher and parent have approved.
2. Users will not use the network for the conduct of business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods and/or services or for product advertisements.

3. Users will not use the internet to purchase goods or services for personal use without authorization from the District Superintendent.

## **SOCIAL NETWORKING SITES**

As a student at Sebeka High School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important that the Sebeka students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any online social network sites and/or digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as your Student Handbook. As a Sebeka student, you must be aware of your Student Handbook regulations and expectations of our said extracurricular programs. Ignorance of these regulations does not excuse students from adhering to them.

Teachers and staff members will closely monitor the use of technology by students throughout the school day.

### **Guidelines for Students:**

These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment. As a student at Sebeka School you should:

- Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for the information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes the property of the website and public record.
- Be aware that community members, family, and potential current and future employers and college admissions offices often access the information you place on an online social networking site. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
- Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. Online social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
- Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like “Google” or “Yahoo” may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
- Whoever is the “adult” (over 18) responsible for the contracts, computers, phone lines, etc...is liable for your actions as a minor as well.

### **Things students should avoid:**

- Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers, or coaches; student-athletes, administrators or representatives of other schools.
- Demeaning statements about or threats to any third party- (including support of demeaning statements and threats.) Don't respond to these.
- Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

- Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that *anything* you post online enters the public record. You never know who may be looking and when.

Students, Parents, and Guardians let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Dean of Students. Social Networking violations/consequences may follow under two categories: general violation and serious violation.

## **SOCIAL MEDIA - GENERAL VIOLATIONS**

### **Steps to be taken for general violations:**

**1st Offense:** Student warned and/or removed from the computer. Parent/Guardian notified by instructional staff.

**2nd Offense:** Student warned and/or removed from the computer. Instructional staff notifies parents and administration. The student is suspended from network use for a period of time at the discretion of Administrator. The administrator works with Tech Director to suspend student access to the account. Parent notified by the administration. Consequences may include probation of computer use for a specified time frame.

**3rd Offense:** Referral to Administration for appropriate action.

## **SOCIAL MEDIA - SERIOUS VIOLATIONS**

**Consequences for serious violations** - Serious violations are reported directly to an Administrator by teacher or staff through the referral process.

Appropriate action may include:

- Parent contact
- Network privileges revoked immediately
- Detention
- In School Suspension
- Suspension with possible recommendation for expulsion and network privileges revoked
- Criminal charges pending investigation by school administration

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student-related issues and concerns in such matters.

## **HAZING PROHIBITION**

Sebeka Public School forbids any type of hazing in regard to students and staff. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Reporting procedures and investigation will be consistent with procedures regarding sexual harassment. Upon completion of the investigation, the school district will take appropriate action. Such action may include but not limited to; warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

## **VII. ATHLETIC ELIGIBILITY REGULATIONS & POLICIES**

### **EXTRACURRICULAR ELIGIBILITY POLICY**

The purpose of this policy is to encourage a student’s commitment to his or her education at Sebeka School. Students will be held accountable for their academic progress, citizenship, and attendance.

#### **I. Eligibility Policy:**

##### **A. School Attendance**

All participants must be in attendance a ½ day of school to be eligible to participate or practice in activity during that day. Students are expected to be in school all day the day after an event or contest. Any exceptions will be by the coach’s authority with the Activities Director or Principal’s approval.

Unexcused tardies during the first period and the periods following noon hour are considered as not being in attendance all day.

The following exceptions to this rule:

1. Prior approval from the Principal, Dean of Students or Activities Director; or
2. Emergency absences

The Principal, Dean of Students or Activities Director will determine whether or not the athlete is excused. If an athlete has missed part or all of the school day and still participates in practice or an event, and later it is found that the athlete participated, that athlete will:

1. If the student participated in practice, they will miss the next practice or event, whichever comes first.
2. If they participated in an event, they will miss the next event.

#### **B. Academic Eligibility:**

1. Students must be making satisfactory progress toward graduation.
2. If a student receives a failing grade on a quarter class, he/she is ineligible to participate for two school weeks commencing with the day report cards are issued and they must be passing in the course to become eligible following the 2 weeks. If a student receives a failing grade in a quarter class he/she is ineligible to participate for 2 school weeks. The teacher will identify failures within 2 school days of the end of the quarter.
3. If a student receives an incomplete on their report card, he/she is ineligible to participate until the incomplete becomes a passing grade.
4. Due to the inconsistency of the grading for students who are taking online college classes, it will be at the discretion of the Principal to determine if a college student is ineligible.
5. Sebeka Schools recognizes that studies consistently show participation in band and/or choir to be beneficial to a student's academic performance in all subjects. Sebeka Schools also recognizes that unlike sporting events, a substitute cannot take the place of a student in an instrumental or vocal contest due to the specific preparation needed for each individual part. Therefore, when one student is not able to compete, it becomes a detriment to the entire ensemble.

For these reasons, students involved in band or choir will not be deemed ineligible to participate in band or choir competitions due to academic performance in other subjects, provided they complete the following:

- A student with an incomplete or failing grade must give a written description of their situation regarding each failing grade or incomplete, along with their written strategy for resolving the issue. This form must be signed by the student, a parent, the instructor in the failing class as well as by the band director and turned in to the principal prior to the date of the competition.

#### **C. Restricted/Ineligibility List - GRADE CHECKS:**

The restricted list will fall into two categories:

1. Students failing classes – Students failing classes will not be able to participate in activities while on the failing list. This will be assessed at midterm and again between the 6th & 7th weeks of the quarter. Ineligibility will go into effect the day that the list is shared with the Activities Director, Dean of Students, administration, and staff. Students will be ineligible to participate until a passing grade is attained and verified during the course of a grading period; however, any student who has a failing grade at the end of the quarter will be ineligible for a period of two weeks.
2. Students behind in their work – Students behind in their work are notified as a reminder they need to get work in on time or their grade will result in a failing grade. Students behind in their work will be able to participate in activities. Students behind in their work will be assigned to after-school support, and in some cases, may miss their extracurricular activity practice.

#### **D. Citizenship Eligibility:**

1. Students with delinquent detention will not be allowed to play or practice.
2. Students will be considered delinquent in detention if they do not serve detention on the

- assigned date unless satisfactory arrangements have been made between parents and Principal.
3. Non-competitive presentations, displays or events are not covered by this policy. Examples: Concerts, Art Shows, All-School Plays, FFA Banquet, intrasquad games.
  4. Coach/Advisor policies will govern.

#### **E. Drug and Alcohol Violations**

Follow the MSHSL penalties for Category I, II, and III activities. Athletes must report to practice every day or drop the sport during the period of ineligibility.

#### **2022-2023 ADMISSION FEES**

Adult single event price	\$5.00
Non-Sebeka K-12 student single event price	\$3.00
Season Ticket – All events for any sport	
• Adult season ticket	\$50.00
• Family Pass	\$100.00
- 2 Cards	Free
- Each additional Card	\$2.00

Senior Citizen (60 years old) passes are available free at the school.

Students are defined as currently attending school in grades K-12. College students will be charged student prices when they present their current college ID.

All students and staff get into our HOME events for free. Students 4th grade and younger are required to be accompanied by an adult. This is a one-time admission. If students leave the school campus during an event, the student is not allowed to return without paying the regular admission fee.

#### **SPORTSMANSHIP**

We have a fine reputation for sportsmanship at Sebeka. We have received many nice letters from neighboring schools and from referees complimenting us on the conduct of our student body at home and out of town. This is a wonderful reputation to have in our area and in our state. This is to be respected by spectators as well as participants. Let us carry on with this tradition in good sportsmanship and always conduct ourselves as ladies and gentlemen.

#### **RULES TO BE OBSERVED AT ALL ATHLETIC EVENTS**

- Students are not to be walking around while the contest is in progress.
- Do not go out on the gym floor.
- Running in the halls, stomping on the bleachers, or horseplay will not be allowed. Students in violation of rules will be asked to leave.
- All students are expected to be good sports fans, win or lose. Help cheer for the Trojans!
- When we are the visiting team, all students should behave their best. You are representatives of Sebeka High School.

#### **STUDENT CODE OF RESPONSIBILITIES**

Participation in interscholastic and all school activities is a privilege, which is accompanied by responsibility. As a student participant in League and school-sponsored activities, I understand and accept the following responsibilities:

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



## MSHSL ATHLETIC POLICIES

### I. SEXUAL HARASSMENT AND SEXUAL VIOLENCE:

**RULE:** Also, the Minnesota High School League (MSHSL) believes that all individuals should be treated with respect and dignity. Students should be able to participate in League sponsored activities in an environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for a student to harass a person through conduct or communication that is determined to be sexual harassment or sexual violence as defined by this policy.

### MSHSL VIOLATIONS BY SEBEKA ATHLETES (per School Board Policy 6/13/06)

Any student/athlete who violates the MSHSL substance policy/agreement during an athletic season (the season is defined by the 1<sup>st</sup> day of practice until the elimination of that individual and/or team in the playoffs) will follow the following Sebeka School adopted policy:

#### **Academic:**

1. Attendance is mandatory all day for a student to attend practice and/or to participate in a game or activity.
2. The participant must be in attendance all day on Friday to participate in an activity on Saturday.
3. Unexcused tardies/absences during the first period and periods following noon hours are considered as not being in attendance all day.
4. Excused absences are at the discretion of the Principal.

#### **Character Violation**

Character violations occur when a student is not in good standing by MSHSL standards. Definition: The term “Good Standing” shall mean that the student is eligible under all of the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

#### **Student Code of Responsibilities**

Participation in interscholastic activities is a privilege that is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

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

**Penalty** A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school superintendent, principal, dean of students or activities director acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. The superintendent, principal, dean of students or activities director have the authority to determine the length of the penalty based on the actions causing the student to not be in good standing.

#### **Chemical:**

##### **First Violation**

4 weeks or 4 events – whichever is greater including the following requirements:

- a. Complete alcohol/drug counseling with the school counselor
- b. Complete report on drug use
- c. Public apology to team and coach

##### **Second Violation**

8 weeks or 8 games – whichever is greater including the following requirements:

- a. Complete alcohol/drug counseling with a counselor
- b. Complete report on drug use

- c. Public apology to team and coach

**Third Violation**

12 weeks or 12 events whichever is greater including the following requirements:

- a. Complete alcohol/drug counseling with a counselor
- b. Complete report on drug use
- c. Public apology to team and coach

**CATEGORY I ACTIVITIES:** MSHSL sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League sponsored tournaments: 1) Athletic Activities 2) Fine Arts Activities - Debate and Speech activities including One-Act Play – when a school schedules a season of interscholastic contests

**FIRST VIOLATION-CATEGORY I:**

**Penalty:** After confirmation of the first violation, the student shall lose eligibility for the next 4 events or 4 weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Before being readmitted to activities following suspension for the first violation, the student must meet with the school counselor to receive information about the effects of mood-altering chemicals.

**SECOND VIOLATION-CATEGORY I:**

**Penalty:** After confirmation of the second violation, the student shall lose eligibility for the next 8 events or weeks, whichever is greater in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

Before being readmitted to activities following suspension for the second violation, the student must show evidence in writing that she/he has sought and received counseling from a community agency or professional individuals such as a drug counselor, medical doctor, psychiatrist or psychologist.

**THIRD AND SUBSEQUENT VIOLATIONS-CATEGORY I:**

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

If after the third or subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in activities after a minimum period of six weeks. Such certification must be issued by the director or counselor or chemical treatment center.

**AND**

Before being readmitted to activities following suspension for the third violation, the student must show evidence in writing that she/he has sought and received counseling from a community agency or professional individuals such as a drug counselor, medical doctor, psychiatrist or psychologist.

**CATEGORY II ACTIVITIES:** MSHSL sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments including 1) Speech activities including One-Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series. 2) Music Activities 3) Visual Arts Activities and 4) Clay Target

**FIRST VIOLATION-CATEGORY II:**

**Penalty:** After confirmation of the first violation, the student shall lose eligibility for four (4) weeks, or one (1) public or League event, whichever is greater, not to exceed one season (or year) for that activity.

Before being readmitted to activities following suspension for the first violation, the student must meet with the school chemical counselor, or team for assessment and receive information about the effects of mood-altering chemicals.

**SECOND VIOLATION-CATEGORY II:**

**Penalty:** After confirmation of the second violation, the student shall lose eligibility for eight (8) weeks, or three (3) public or League events, whichever is greater, not to exceed one season (or year) for that activity.

Before being readmitted to activities following suspension for the second violation, the student must show evidence in writing that she/he has sought and received counseling from a community agency or professional individuals such as a drug counselor, medical doctor, psychiatrist or psychologist.

### **THIRD AND SUBSEQUENT VIOLATIONS-CATEGORY II:**

**Penalty:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) weeks, or six (6) public or League events, whichever is greater, not to exceed two seasons (or years) or an activity.

If after the third or subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in activities after a minimum period of six weeks. Such certification must be issued by the director or counselor or chemical treatment center.

Before being readmitted to activities following suspension for the third violation, the student must show evidence in writing that she/he has sought and received counseling from a community agency or professional individuals such as a drug counselor, medical doctor, psychiatrist or psychologist.

**CATEGORY III ACTIVITIES-**Activities that are not league sponsored but are school sponsored. These activities include but are not limited to BPA, SkillsUSA, FFA, FCCLA, public performances in music, including marching band, parades, color guard events, pep band, band and choir concerts, school plays, National Honor Society banquets, and awards programs; homecoming royalty and other homecoming activities; and all school-sponsored dances. (Graduation is exempt from this policy for seniors). If, however, the school sponsored activity is grade-related, an exception may be made if the consequence takes place during the violation timeframe.

### **FIRST VIOLATION-CATEGORY III EVENTS:**

**Penalty:** Ineligible to participate in any of the above activities for four (4) school weeks (minimum of one event) after confirmation of the violation.

Before being readmitted to activities following suspension for the first violation, the student must meet with the school chemical counselor, or team for assessment and receive information about the effects of mood-altering chemicals.

### **SECOND VIOLATION-CATEGORY III EVENTS:**

**Penalty:** Ineligible to participate in any of the above activities for eight (8) school weeks after confirmation of the violation.

Before being readmitted to activities following suspension for the second violation, the student must show evidence in writing that she/he has sought and received counseling from a community agency or professional individuals such as a drug counselor, medical doctor, psychiatrist or psychologist.

**If a student is involved in Category I, II and III activities, the student must meet the consequences of all three categories. Once the student meets the consequences in a specific category, they will be allowed to participate in that category only.**

**A student cannot elect to participate in an activity as a means to shorten the time he/she misses as a result of a violation. If a sports season has started and the student has not registered for the sport, they cannot then go out for the sport in an attempt to shorten the penalty for another sport.**

A student shall be disqualified from all activities for an additional nine weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. If a student participates in an activity while they are ineligible, the length of the penalty shall begin anew the next day.

## **SEBEKA HIGH SCHOOL POLICY ON STATE TOURNAMENTS**

The following policy will determine who may attend the state tournaments from Sebek High School.

### **I. Eligibility**

- A. Students must be passing in all subjects and maintaining acceptable attendance.
- B. Only the following students will be eligible to attend:
  - 1. A team participants
  - 2. A team managers
  - 3. A team cheerleaders
  - 4. B team participants

5. Any other senior having minimum of passing grade average in each subject and having a satisfactory conduct and attendance record as determined by the principal shall be eligible to attend.

\*No other student except the above listed are eligible. No student in grades 7, 8, and 9 may attend except if they are a member of a varsity team or attend with their parents.

- C. Advanced make-up slips will be obtained from the Principal's Office, all work will be made up prior to the tournament, and the completed advance make-up slip returned to the office prior to the student's leaving for the tournament. Advanced make-up slips will be issued only to those people who have returned their parental form letters to the Principal's Office.
- D. Final determination as to eligibility will be made by the Principal's Office.

## **II. Trip Information**

Students will pick up from their coach the following information:

- A. A letter explaining the following information concerning the trip:
  - 1. Means of travel, both ways, or with whom.
  - 2. Hotel reservations that have been arranged, or with whom the student will stay.
  - 3. The chaperone(s) or person(s) responsible along with contact information.
  - 4. Expected time of departure from Sebeka and expected time of return.

**III. Time of Departure** -Time of departure will be determined by the administration.

**For all other student-related policies as adopted by Sebeka School Board of Education refer to the Sebeka Public School Policy Manual found in the Sebeka School District Office.**

## **Handbook Appendix**

- 1. [Discipline Policy](#)
- 2. [Parent/Guardian Guide and Refusal for Student Participation in statewide Testing](#)