

***2020 - 2021
SHAKOPEE
HIGH SCHOOL
Student
Handbook***



**SHAKOPEE HIGH SCHOOL
100 17TH AVENUE WEST
SHAKOPEE, MN 55379
952-496-5152 952-496-5155 (fax)**

**SHAKOPEE HIGH SCHOOL
STUDENT HANDBOOK 2020-2021**

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Dear Shakopee Students/Parents/Guardians:

Students and families, welcome to the Academies of Shakopee! We are excited and looking forward to the 2020-21 school year. The Academies of Shakopee was created to ensure a welcoming, inclusive environment within a large high school setting and to improve student success in post-secondary programs and careers. We encourage students to become involved in the school, whether that be through a club, an activity, a sport or within their academy. High school is a time for students to explore different interests, discover new talents, and reach their goals both inside and outside the classroom.

We encourage parents and guardians to be a part of their student's education. Please continue to connect and communicate with your student, as well as communicate with staff. Communicating with staff will help your student know that many individuals care and want them to succeed and be ready for life after high school.

Please do not hesitate to contact the office with any questions, comments, or concerns.

Shakopee High School Administration

Shakopee School Song

Fight, fight, fight, for Shak-o-high,
 We're going to fight, fight, fight for fame.
 Fight, fight, fight for Shak-o-high,
 We're going to fight to win this game.
 Glory and honor to our high school,
 Shak-o-high we'll stay right with you while you
 Fight, fight, fight for Shak-o-high,
 We're going to fight, fight, fight, fight, fight!

SHAKOPEE HIGH SCHOOL HELPFUL PHONE NUMBERS

MAIN OFFICE:		(952)496-5152
PRINCIPAL:	Jeff Pawlicki	(952)496-5151
ACADEMY PRINCIPALS:	Stuart Lang: <i>Freshman Academy</i>	(952)496-5159
	Sarah Jordan: <i>Arts & Communication / Business & Entrepreneurship</i>	(952)496-5163
	Scott Doran: <i>Health Science / Human Services</i>	(952)496-5169
	Adam Dittberner: <i>Engineering & Manufacturing / Science & Tech</i>	(952)496-5113
DEANS:	Millie Kleinfehn: <i>E&M/S&T, Health Science/Human Services</i>	(952)496-5134
	Danny Glass: <i>B&E /A&C, Freshman Academies</i>	(952)496-5146
ACTIVITIES DIRECTOR:	John Janke	(952)496-5079
ATHLETIC DIRECTOR:	Matt Hanson	(952)496-5170
OFFICE STAFF:	Activities Office: Crissy Shoemaker	(952)496-5178
	Activities Office: Haley Altringer	(952)496-5171
	Admin Assistant: Janelle Ludzack	(952)496-5151
	Attendance: Sherry DeBehnke	(952)496-5153
	Office Assistant: Shauna Younge	(952)496-5165
	Office Assistant: Jessica Glidden	(952)496-5162
	Office Assistant (Freshman/A&C/B&E): Susan Charter	(952)496-5136
	Office Assistant (E&M/S&T/Health/Human): Carrie Webb	(952)496-5121
	Registrar: Ronda Dessin	(952)496-5173
	Special Ed Office: Lisa Gruetzmacher	(952)496-5185
STUDENT SUPPORT:	Counselor: Paige Swanson - <i>Freshman Academy (Alpha)</i>	(952)496-5105
	Counselor: John Rose- <i>Freshman Academy (Omega)</i>	(952)496-5106
	Counselor: Erica Lang - <i>Arts & Communication</i>	(952)496-5187
	Counselor: Nicole Drangstveit - <i>Business & Entrepreneurship</i>	(952)496-5164
	Counselor: Beth Cordes - <i>Health Science</i>	(952)496-5196
	Counselor: Kelsey LaRue - <i>Human Services</i>	(952)496-5179
	Counselor: Katie Stifter - <i>Engineering & Manufacturing</i>	(952)496-5188
	Counselor: Wendy Klute - <i>Science & Technology</i>	(952)496-5144
	SPED Coordinator: Ben Finger	(952)496-8784
	Psychologist: Brenda Geraghty	(952)496-5137
	Psychologist: Gretchen Haisman	(952)496-8778
	Social Worker: Heather Schroeder	(952)496-5156
	Social Worker: Kelly Ley	(952)496-8788
	Evaluation Team: Jenelle Swenson	(952)496-5138
	Evaluation Team: Jill Wallert	(952)496-6977
	Licensed School Nurse: Julie Bocock	(952)496-5154
	School Nurse: Theresa Poppler	(952)496-5199
CULTURAL LIAISONS:	Native American: Dee Buros	(952)496-5790
	Russian: Svetlana Mshar	(952)496-5094
	Somali: Aden Fithar	(952)496-5041
	Spanish: Yael Ripoll	(952)496-5104
HEAD CUSTODIAN:	Jorge Marin-Cuevas	(952)496-5158
HS RESOURCE OFFICERS:	Michael McLain (2nd floor Hub)	(952)496-5194
	Travis Goerish (1st floor Hub)	(952)496-5167

Shakopee High School
100 17TH AVE. WEST
SHAKOPEE, MN 55379
www.shakopee.k12.mn.us

High School Hours

The High School office is open from 7:30 a.m. to 4:00 p.m. on school days. Voice messages may be left at any time. During the summer and on non-school days, the hours are 8:00 a.m. to 2:00 p.m (Monday - Thursday).

Regular Schedule

1st Block	8:20am - 9:46am	86
2nd Block	9:54am - 11:20am	86
3rd Block	11:28am - 1:26pm	89,86,86,89
Lunch Breakouts	A Lunch	11:20am - 11:52am Class resumes 11:57
	B Lunch	11:52am - 12:19pm Class resumes 12:24
	C Lunch	12:30pm - 12:57pm Class resumes 1:02
	D Lunch	12:57pm - 1:26pm
4th Block	1:34pm - 3:00pm	86

Saber Time Schedule (Wednesdays)

1st Block	8:20am - 9:46am	86 min. (ST: 9:26)
2nd Block	9:54am - 11:20am	86 min. (ST: 11:00)
3rd Block	11:28am - 1:26pm	89,86,86,89 min.
Lunch Breakouts	A Lunch	11:20am - 11:52am Class resumes 11:57 ST: 1:06
	B Lunch	11:52am - 12:19pm Class resumes 12:24 ST: 1:06
	C Lunch	12:30pm - 12:57pm Class resumes 1:02 ST: 1:06
	D Lunch	12:57pm - 1:26pm ST: 12:37
4th Block	1:34pm - 3:00pm	86 min. (ST: 2:40)

Early Release Schedule

1st Block	8:20am - 9:18am	58
2nd Block	9:24am - 10:22am	58
3rd Block	10:28am - 11:26am	58
4th Block	11:32am - 12:30pm	58
Lunch	Lunch	12:30 - 1pm
** Busses leave at 1:10pm <i>All students need to exit the building after lunch</i>		

Early Release Dates

Four Early Release days are scheduled for the 2020-21 academic calendar. On these days, students are dismissed two hours early from school so that teachers and other educators may meet, collaborate, receive training, develop methods and programs to improve student academic achievement.

The dates are as follows:

Thursday, September 25th, 2020

Thursday, November 6th, 2020

Thursday, January 15th, 2020

Thursday, March 26th, 2020

Final Exams

Final Exams will occur within the scheduled class periods. Please refer to your class syllabi and classroom teacher for more detailed information.

End of Q1: Wednesday/Thursday, November 11/12

End of Q2: Wednesday/Thursday, January 27/28

End of Q3: Wednesday/Thursday, March 31/April 1

End of Q4: Wednesday, Thursday June 9/10 - 9th-11th grade

Tuesday, June 8th - Last instructional day for seniors

Wednesday, June 9th - Graduation rehearsal

Thursday, June 10th - No school for seniors

ACADEMIC EXPECTATIONS

Graduation Requirements

Students are responsible for keeping track of their credits and monitoring their status for graduation.

A quarter long course that is successfully completed will yield one credit. Current graduation credits needed for the class of 2021 is 52 credits. Specifics regarding the changes in graduation requirements for each year through 2023 and beyond can be found at:

<https://www.shakopee.k12.mn.us/Page/8183>

Students completing all the requirements of the district for graduation will be awarded a diploma. In order to participate in the graduation ceremony, students must be within 2 credits of meeting all graduation standards on the last day of attendance for seniors. (Board Policy 613).

Grading Policy

These policies are established to reflect Shakopee High School's philosophy that grades are a reflection of learning and our commitment to EACH student's learning. The purpose of grading is to communicate to parents/guardians, students, and the community the extent to which the student has met the objectives of a course. Letter grades are determined in each class as follows, unless agreed upon by the teacher and administration.

Grading Scale

- A: 93-100%
- A-: 90-92%
- B+: 87-89%
- B: 83-86%
- B-: 80-82%
- C+: 77-79%
- C: 73-76%
- C-: 70-72%
- D+: 67-69%
- D: 63-66%
- D-: 60-62%
- F: 0-59%
- **Pass/No Credit system: P = 60% or higher**

A student's academic grade in any course will be based on:

- **A minimum of 70% Summative Assessment (Academic Performance) and the remaining percentage Formative Assessment (Academic Practice).***

The **Formative category (no more than 30% of the grade) deals with the practice work students do as they are going through the learning process. This is the time the teacher introduces new material, conducts lessons, monitors learning, and adjusts instruction as needed based upon the results of Formative Assessments that the teacher has given the students. A good analogy is to think of the Formative category as the practice/rehearsal leading up to the game/performance at the end of the week.*

The **Summative category (no less than 70% of the grade) deals with the major assessments that the students perform that will demonstrate what they know and what they can do. This would include chapter and unit tests, major essays, presentations, projects, labs, etc. A good analogy is to think of the Summative category as the game/performance at the end of the week after all the drill work, practice, rehearsal, instruction, and re-teaching have taken place.*

Extra Credit

No Extra Credit factored into grade.

Final Exam

Final Exams may be added into the summative category OR separated into its own category. However, the % must not be over 10% of the total grade.

Retakes/Redos

Retakes/redos apply to course identified Essential Learnings and Skills assessed through a student's Summative Assessment (Academic Performance). Any Final Exam/Assessment for a course will not be subject to the retake/redo policy.

Procedures regarding retakes/redos will be consistent within a course and communicated by the teacher at the beginning of each term.

****All late work, retakes/redos must be completed/submitted to one's teacher by 3:00pm, on the Friday prior to the end of each quarter.***

Q1: Friday, November 6

Q3: Friday, March 26

Q2: Friday, January 22

Q4: Friday, June 4

Weighted Grades

Grades will be weighted for nationally recognized programs such as College in the Schools and Advanced Placement Courses, Project Lead the Way and for comparable classes taken through the PSEO program. Present courses include Advanced Placement classes and CIS classes. Grades will be weighted in the following way:

Any "A" Grade, add 0.6 ($A = 4 + 0.6 = 4.6$)

No additions for D and F grades

Any "B" Grade, add 0.4

Any "C" Grade, add 0.2

Grade Points for all other courses: **A = 4 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7**

C+ = 2.3 C = 2 C- = 1.7 D+ = 1.3 D = 1

D- = 0.7 F = 0

Pass/No Credit Options

Pass/fail grading may be assigned to a student by administration and/or counselors. These circumstances would include medical issues, hospitalizations and other situations deemed appropriate by the administration.

The guidelines for the pass/no credit option are:

- The student must continue to meet all classroom expectations after choosing the P/NC option or the option will be revoked and the student will be graded on an A - F scale. This includes completion of daily work, projects, and quizzes/tests. Class attendance is mandatory.
- The passing grade for all departments will be a "D-" (60%) of the accumulated points or grades for the term.

**Note: Many colleges and universities request courses be taken for the grade.*

Incomplete Policy

Incompletes can be given to students who did not complete coursework due to extenuating circumstances that are beyond their control. If students are missing Essential Learnings and Skills in the Summative Assessment (Academic Performance) category at the end of a term, the student grade may be reported as incomplete until the student completes those items. When a student earns a grade of "I" Incomplete, it will be reflected in the computation of their new GPA as a zero. This zero remains until the grade is changed. In order to resolve an incomplete, the student must make arrangements and sign a contract with the teacher to complete the missing work.

If a student contracts with a teacher, the teacher stipulates what must be done and a deadline (a minimum of 2 weeks after the end of the term) for completion of the work. If the student contracts with the teacher, and does not complete requirements by the contracted deadline, the student's grade for the semester will be determined upon the work submitted up to that point. A failing grade may result. ([Incomplete Form](#))

Credit for Prior Learning

In order to satisfy the academic standards for the Credit for Prior Learning, students must be enrolled in Shakopee Public Schools and be able to demonstrate that they have met all of the standards associated with the course in which they believe they are proficient. In addition, students must adhere to the following procedures:

- Meet with their assigned counselor
- Complete an "Application for Credit for Prior Learning"
- Submit the application to their counselor by the appropriate deadline for proper placement
 1. For first quarter: August 15
 2. For third quarter: December 1

Credit by Assessment

In order to satisfy the academic standards for the Credit by Assessment, students must be enrolled in Shakopee Public Schools and be able to demonstrate by their performance on a course's final assessment(s) that they have mastered the content, skills, and standards of said course. In addition, students must follow the following procedures:

- *Meet with their assigned counselor*
- *Complete an "Application for Credit by Assessment"*
- *Submit the application to their counselor by the appropriate deadline for proper placement*
 1. *Deadline for full-year or first semester courses: May 1 - Students interested in reviewing over the summer may access the course outcomes and text used by the identified course*
- *Deadline for second semester courses only: December 1*

Post-Secondary Enrollment Options (PSEO)

- Contact your counselor for questions.
- Please visit: <https://education.mn.gov/MDE/fam/dual/pseo/>

Independent Study Policy

- Students may only take an independent study option for courses that are already designed and developed for credit in the High School registration guide.
- As a general rule, students will not be allowed to substitute an Independent Study class for a course that is offered and available to a student in their schedule.
- Availability of independent study will depend on teacher availability and student's ability to be successful in an independent environment.
- Students must request and complete the necessary steps for approval within five days of the start of a quarter.
- Students will receive Pass/Fail grades on courses taken through Independent Study. The credit will count as an elective credit and the student's GPA will not be affected.
- For more information about Independent Study options, students should see their counselor.

Registration For Classes and Schedule Corrections

Students register for courses for the upcoming school year shortly after winter break. Classes are designed, scheduled, and teachers are hired based upon students' registration.

The criteria listed below are used to review any course request corrections in the spring and applied to any schedule corrections in the fall.

Schedule corrections will only be considered for the following reasons:

1. The student did not meet the prerequisite for the course.
2. The student has already completed the course.
3. The academic level of the course is inappropriate.
4. The student is a senior who needs the course for graduation.

Schedule corrections WILL NOT be considered for any of the following reasons:

1. Student no longer wants to take a course that was picked during registration.
2. Student wants to move a course to a different hour.
3. Student wants a different teacher.
4. Student wants a different lunch period.

In order to stay on track for graduation, all students are required to maintain 4 academic classes each quarter.

*Senior option will be available for students that meet the necessary criteria ([Senior Option Information & Form](#))

*Teacher aide and office aide? (Teacher/Office Aide Letter)

***Any schedule corrections must occur in the first 3 days of each quarter.**

Academy Placement and Registration Process

Prior to registration, students will have an opportunity to express their preference for academy placement through Freshman Seminar. All students will be placed in academy based on the following procedure:

1. Students will complete a survey and rank their level of preference for an academy. (note: The class of 2022 is required to complete a program of study within their chosen academy).
2. Students and parents/guardians will be notified of their placement.
3. Sophomores may request a change of Academy assignment prior to the registration process for 11th grade. A student may request a change of Academy assignment during the registration process for 12th grade but requests will only be granted in the case of unusual or extenuating circumstances.

Repeating Credits

In order to graduate, students must pass all required classes. If a student repeats a previously failed class, the "F" will stay on their transcript along with the passing grade earned when the course was re-taken.

Report Cards

Report cards will be available online at the end of each quarter. Credits are earned at the end of each 9 week quarter/grading period.

Withdrawal Procedures

If you are moving out of the district and will be attending a different school, the school office should be informed as early as possible. Prior to withdrawing students are required to return books, technology and materials to their teachers and counselors, pay accumulated fees, clean out their lockers and complete the withdrawal form provided by their counselor. For more information please contact the High School Registrar, at (952)496-5173.

Parent-Teacher Conferences

We structure conferences to provide you with an opportunity to meet and start a dialogue with teachers. An extended discussion is not possible, as we have asked parents and teachers to observe a five-minute time limit. If you would like to talk more in depth, it is always possible to schedule an appointment with the teacher for a different date. Conferences are held in the academy wings. We encourage parents to bring students to conferences. The conference schedule can be found on the SHS website.

Academic Integrity

Integrity is essential to excellence both in education and life. Assessments and other schoolwork are measures of a student's academic performance. Honesty is required to ensure an accurate measurement of a student's academic knowledge. Student work must be evaluated on what the student knows and can do in order for the student and their family to have a clear and accurate accounting of the student's mastery of the material. When a student chooses to cheat and/or plagiarize on schoolwork, they compromise integrity and project an inaccurate picture of their performance. As such, academic integrity violations will include both academic and disciplinary responses.

Academic Dishonesty

- All academic dishonesty incidents will be reported and documented in Infinite Campus. A contract must be completed by student, teacher, parent/guardian and administrator prior to the student being able to make up any assignment/assessment.
- An academic dishonesty incident may result in disciplinary responses and/or loss of credit (see [Academic Integrity policy](#)).

Examples of Dishonesty

Copying vs. Collaboration:

At times students will work together on assignments. Understanding the distinction between copying another's work and collaborating on an assignment is important. SHS teachers are responsible for informing their respective students as to the appropriate protocol regarding collaboration. Disclaimer: If a teacher does not clearly state that an assignment is collaborative, all work that the student completes should be independently created and not obtained from any other source including, but not limited to classmates.

Cheating:

- Copying any portion of another student's homework with or without their permission.
- Viewing and/or copying answers from another student's test or quiz.
- Being responsible for, or partaking in, the transference of confidential information. (i.e., test answers or test/quiz copies).
- Utilizing written or electronically stored information that is pertinent to a test, quiz or class activity, without consent from a teacher.
- Allowing one's work to be copied by another student.
- Having someone else do your assignment that was meant to be done alone.

Plagiarism:

When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. On written assignments, if verbatim statements are included, the statements must be enclosed by quotation marks or set off from regular text as indented extracts. A student will avoid being charged with plagiarism if there is an acknowledgement of sources of information whenever one:

- Quotes another person's actual words, or replicates all or part of another's product.
- Cutting and pasting another person's actual words.
- Uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words.
- Borrows facts, statistics, or other illustrative materials - unless the information is common knowledge.
- Submitting own work that was created for a different class/assignment

SHAKOPEE ACADEMIC RECOGNITION PROGRAM

Shakopee School District believes that students should be recognized for their hard work and academic success. The goal of the program is to encourage and recognize academic excellence within Shakopee Public Schools. Following are the different awards that recognize student academic achievements. GPAs are not rounded when determining awards. The weighted GPA is used to determine the awards.

Honor Roll

Shakopee High School will have an **"A" honor roll** for students with a quarter grade average of **3.7**.

Students who are on the A honor roll for all 4 quarters will receive an All-Academic Award.

The **"B" honor roll** is based on a quarter grade average of **2.7**.

All-Academic

The All-Academic Award recognizes students for continued excellence over an extended period of time. The criteria for the award is:

- Students in grades 9-11: Achieving A-Honor Roll for 4 quarters in the previous academic year (awarded in the Fall)
- Students in grade 12: Achieving A-Honor Roll for 1st 2 quarters of the current academic year (awarded in the Spring)

Academic Lettering

Students in grades 9-12 who meet the grade point and course criteria listed below will be awarded an Academic Letter.

- Grade point
 - For grades 9-11, a student must have a 3.85 or higher for the previous academic year (awarded in the Fall)
 - For grade 12, the student must have a 3.85 or higher after quarter 2 in the current academic year (awarded in the Spring)
- Course Criteria
 - Must have taken 2 courses, through completion, in one calendar year (AP, CIS, Accelerated, PLTW, or college credit bearing courses, as noted in the Registration Guide) For seniors, this criteria must be met by the end of quarter 2.

First time academic-letter winners receive a chenille letter S and chenille academic bar. Students who have previously lettered in athletics or activities receive an academic chenille bar the first time they letter in academics. Once students have received a chenille academic bar, they will each receive a gold bar in the succeeding year(s).

National Honor Society

National Honor Society (NHS) is a nationally recognized student recognition program. Students selected for NHS demonstrate achievement in scholarship, character, leadership and service. At Shakopee, juniors and seniors with a 3.3 GPA are eligible for NHS upon completion of an application form and selection into the organization. Eligible students are rated by the teachers on character, leadership and service. A faculty committee uses the teacher ratings to make the final decisions on membership. Students who meet the criteria are invited to join the NHS.

Presidential Award (awarded spring of 12th grade)

Students will be awarded the Presidential Award if the 12th grade student has:

- 3.5 or greater cumulative GPA through the fall of 12th grade
- 90th percentile or greater on at least one state or national test taken during high school

Graduation Awards

Graduating seniors may be recognized as honor graduates by attaining one of three standards at the end of quarter 2 in their senior year.

Students with a cumulative GPA between 3.3 and 3.59 are Commended Graduates.

Students with a cumulative GPA between 3.6 and 3.79 are Honor Graduates.

Students with a cumulative above 3.8 are High Honors Graduates.

All three groups of students receive honor cords.

National Merit Scholarship Program

High school juniors enter the National Merit Program by taking the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®). 50,000 students with the highest PSAT/NMSQT® Selection Index scores (calculated by doubling the sum of the Reading, Writing and Language, and Math Test scores) qualify for recognition in the National Merit® Scholarship Program. Students are notified starting in September if they qualify for recognition and the opportunity to continue in the National Merit Scholarship Competition.

National Commended Student

A student would be a National Commended Student by being in the top 50,000 high scores on the PSAT/NMSQT. These students do not continue in the competition to be a National Merit Scholar.

National Merit Semifinalists

A National Merit Semifinalist is one of the top 16,000 scores in the nation on the PSAT/NMSQT. Semifinalists are designated on a state representational basis.

National Merit Finalist

A Finalist is one of 15,000 students selected. Of these students, approximately half will qualify for one of three different types of merit scholarships.

National Merit Scholar

A National Merit Scholar is a student who wins one of the merit scholarships. All winners are chosen based on their abilities, skills, and accomplishments through an application process after being chosen as a National Merit Semi-finalist.

Advanced Placement Scholar Awards

The Advanced Placement (AP) Program offers four levels of AP Scholar Awards to recognize outstanding student performance on AP Exams. The AP Scholar Awards are based on the number of AP exams taken and the scores earned on those exams. The College Board uses the following criteria:

- AP Scholar qualifies by scoring 3 or higher on 3 or more AP exams.
- AP Scholar with Honors averages 3.25 or higher on 4 or more exams.
- AP Scholar with Distinction averages 3.5 or higher on 5 or more exams.
- National AP Scholar scores 4 or more on 8 or more exams.

ATTENDANCE

Our school is committed to the philosophy that every student should attend every class, every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habits of regular attendance are legitimate objectives for any course, and learning that is lost due to absence can never be adequately replaced. Education is more than reading and writing. The classroom contact with teachers and other students is vital to the development of critical thinking and evaluative processes. Learning is enhanced by regular attendance. Every absence stops the educational process for that day, and the information and interaction missed can never be made up. This is a well-established principle of education that underlies and gives purpose to the requirements of compulsory education in Minnesota.

Following this principle and our need to prepare students to be productive employees and citizens, we have established a policy of excused absences and unexcused absences. Family emergencies may be excused by the principal. It is our intention to be strong advocates for education. People want the education system to be accountable for the achievement of students. We cannot meet these expectations if students are not in attendance.

Student Responsibility

It is the student's responsibility to attend all classes every day. Educational progress is undoubtedly tied to attendance. A day of school missed can never truly be made up. The parent/guardian will have 48 hours in which to call in and change this to an excused absence. Absences not

verified by a parent or guardian within 48 hours will remain unexcused.

Any student leaving the building during the day must come to the office to receive a pass. Failure to follow this procedure will result in an unexcused absence. Students must report to the main office with a pass if returning to the school later that same day.

If a student leaves the building without a pass, and attempts to re-enter the building, the student and their belongings will be searched.

Parent/Guardian Responsibility

Parents/guardians are encouraged to take an active role in promoting good attendance. When a student is absent from school, the parent/guardian must call the school attendance line (952-496-5153). The parent/guardian will be asked to give a reason for the absence. The parent/guardian will have 48 hours in which to call in and verify an absence as excused.

If a family trip is planned during school time, the parent/guardian is asked to call the school at least 24 hours before the first day of absence and an Extended Leave Absence form should be filled out by your student. This form can be found online or picked up in the main office.

Parents will receive a computer generated phone call if their student is absent without any explanation. If a student feels that the attendance was marked inaccurately, they should come into the main office the next day to clear the absence and/or receive more information.

If parents receive an attendance letter indicating their student has excessive absences, the parent should call the student's academy dean found at the bottom of the attendance letter to set up a meeting to discuss a student support plan.

When a student has an extended absence due to medical problems, the student may be eligible for additional services. Call the appropriate academy dean/counselor for information on additional services.

Teacher Responsibility

Each teacher is required to take daily attendance and maintain his or her own attendance records for each class. The teacher shall provide any student who is marked absent with all assignments that can be completed outside the classroom. A teacher will contact home if a student has accrued 3 or more absences in their class.

Administration Responsibility

The attendance office and respective administrator(s) will inform parents/guardians when their son or daughter has reached 3 and 5 total absences in 1 course, within 1 quarter. If a student accumulates 7 total absences in a class, an administrator will inform the student and the student's parents/guardians that they may be required to attend an attendance meeting where a contract may be drafted. Failure to abide by the attendance contract may result in a loss of credit.

The attendance office and respective administrator(s) will inform parents/guardians when their son or daughter has reached 3 and 7 full days (3 unexcused blocks in 1 day) of unexcused absences.

Excused Absences

The following reasons shall be sufficient to constitute excused absences and students will be permitted to complete make-up work:

1. Illness*
2. Serious illness in the student's immediate family
3. A death or funeral in the student's immediate family or of a close friend or relative
4. Medical, dental, or orthodontic treatment, or counseling appointment
5. Court appearances occasioned by family or personal action
6. Religious instruction not to exceed three hours in any week
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing
9. Removal of a student pursuant to a suspension
10. Religious observance
11. Family vacation
12. Family emergencies
13. A student's condition that requires ongoing treatment for a mental health diagnosis
14. Active duty in any military branch of the United States

In order for an absence to be excused, a parent needs to call the school attendance line within 48 hours of the absence. The parent needs to state when the child will be absent and explain the reason for the absence. Students whose absences are excused are required to make up assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students who accumulate excessive absences, even when excused, will work with the school staff and parents to develop a plan to assure attendance at school daily.

***Students who need to leave school because they are ill must report to the nurse's office.**

The following school sponsored events are considered excused and DO NOT need a parent phone call.

- | | |
|-------------------------|------------------------|
| 1. Field Trips | 4. Athletic Activities |
| 2. Support Groups | 5. Academic Contests |
| 3. Fine Arts Activities | 6. Suspensions |

Family Trips or Extended Absences

Students who plan to go on a **family trip** must have a parent call the Main Office at least 24 hours in advance. Students can pick up the Extended Leave Absence Form in the Main Office which they will use to notify teachers of absence and collect assignments. Students must make up as much assigned schoolwork in advance as possible.

Extended Absence – If a family is taking an extended family trip, exceeding 10 consecutive days of absence, we recommend the student make arrangements to meet with their assistant principal at least one week prior to leaving.

Unexcused Absences

These are examples of absences that will not be excused:

1. Any absence where the student/ family failed to comply with any reporting requirements of the school district's attendance procedures.
2. Leaves the school building at any time for any reason without checking out or notifying the Administration, Attendance Office or Health Office.
3. Reports to class after the first 10 minutes of class without a signed pass from a staff member.
4. Reports to a class but leaves without permission.
5. Work at home.
6. Work at a business, except under a school-sponsored work release program.
7. Missing the bus.
8. Oversleeping.
9. Any other absence not included under the attendance procedures set out in this policy.

SHS has an automated phone calling system that will contact a parent/guardian when a student has an unexcused absence of one or more classes during a school day. Parents should call the school if they have concerns.

Students are considered truant from school under the following conditions:

1. A student under the age of sixteen who is absent from school without a lawful excuse.
2. A student between the ages of sixteen and eighteen who is absent from school without a lawful excuse and does not have permission from their parents to quit attending school.

Consequences

- Any student who accumulates seven or more full or partial days of unexcused absences is considered to be legally truant. The school may file truancy referrals in such circumstances with Scott County Court Services.
- Students will be dropped from enrollment if they exceed 15 consecutive absences.
- Students will receive one hour of detention for each unexcused absence from class. Students receive one hour of detention for every 5 tardies to class.
- Students accumulating excessive unexcused absences/detentions may lose the privilege of attending school activities/events, having hall pass privileges, and/or parking permit.

UNEXCUSED Absences

These are accumulated throughout the year, they **do not** start over at a quarter/semester break. A day of unexcused absence is defined by the state as missing 3 periods or more of a school day without a valid excuse.

Number of Unexcused Absences (in days)	Action
3	Truancy statute letter sent home with truancy diversion information.
7	Second truancy statute letter sent home. Meeting to develop school support plan will be scheduled.

TOTAL ABSENCES (excused & unexcused)

These are accumulated throughout a quarter, and are specific to each period/course. These start over at quarter break.

Number of Total Absences (per block/course)	Action
3	Notification letter sent home.
5	Second notification letter sent home.
7	When a student reaches their 7 th absence, they receive a grade of "no credit" (NC) or a possible grade and credit through the appeals process. Students earning a failing grade will receive the F.

EXAMPLES

UNEXCUSED Absences

These are accumulated throughout the year, they **do not** start over at a quarter/semester break. A day of unexcused absence is defined by the state as missing 3 periods or more of a school day without a valid excuse.

Number of Unexcused Absences (in days)	Example
3	Student has totaled 3 days throughout the year where he/she missed 3 or more periods without an excuse.
7	Student has totaled 7 days throughout the year where he/she missed 3 or more periods without an excuse.

TOTAL ABSENCES (excused & unexcused)

These are accumulated throughout a quarter, and are specific to each period/course. These start over at quarter break.

Number of Total Absences (per block/course)	Example
3	Student has missed 1 st period chemistry class 3 times during first quarter.
5	Student has missed 1 st period chemistry class 5 times during first quarter.
7	Student reaches their 7 th absence in 1 st hour chemistry class. They must file an appeal to earn the credit for this course. An appeal may be granted (when absences are all excused), or a student may be put on an attendance contract (when unexcused absences are the issue) to be fulfilled in order to earn a letter grade.

Tardy Process

Once a student has been tardy to class 3 times, the teacher will address the matter with the student as well as make contact home to discuss the importance of arriving to class on time. Recurring patterns will be examined and may result in further consequences. Once a student reaches 5 cumulative tardies they will automatically receive one hour of detention and will continue to receive consequences for every 5 thereafter.

General Information Related to Attendance/Attendance Issues

Hallway Passes: Students who wish to move from one area of the building to another when classes are in session must have a hall pass. Students are expected to be considerate of others who are studying and in class by passing quietly.

Lunch Period: During a student's lunch, they must remain in the designated lunch area. Shakopee High School is a closed campus, therefore students may not leave the building during this time. Please do not call in to excuse your student during lunch.

Make-Up Work Following an Absence: Students will be required to work with their teacher to make up missing work.

Students Outside: Students are not allowed to leave the building without permission during the school day, as we are a closed campus. Parents will be contacted when students are leaving the building without permission.

Participation in Activities and Athletics Relating to Attendance

Student activity participation on the day of an absence is governed by the following rules:

1. Students may participate with an excused absence, except those students who are ill and do not arrive before the start of the second block. Parents are encouraged to keep students at home when they are ill and to forgo activity in the best interest of the student and the health of

the other students participating in the activity.

2. Students may not participate if they have an unexcused absence during the day.
3. Students may not participate in activities on the days that they are suspended, either in-school or out-of-school.

Activity Participation and Appointments-Parents should attempt to schedule doctor and dental appointments after school, or during study halls. Students who miss a practice due to a doctor or dental appointment will be excused from practice with no penalty.

Absences and Activity Membership-Students may not be dismissed from a squad for absences that the school has excused. Playing time is a separate issue and is up to the discretion of the coach/director.

Process for Attendance Meetings

All students will receive written notification when they have had three, five absences in a course. When students have reached seven absences, they will be required to participate in an attendance meeting arranged by their administrator. The team will work with the student and their family to develop an attendance support plan if one is not already in place. If the attendance support plan is violated the student may lose credit in one or more of their classes and truancy may be filed with the County.

STUDENT LIFE

Academic Supports During the School Day

Academic support is available throughout the day to assist students in acquiring the content knowledge needed to be successful. Teachers are available before and after school. Students should communicate with their teachers to set up time to ask for help and get any questions answered related to assignments, quizzes, or getting assessments made up. For further information about what types of interventions and academic support options are available, students should contact their counselor.

After-School Guidelines

The following guidelines must be met if a student is to remain after school:

- Any student staying after school must belong to a school-sponsored activity that meets after school.
- Students who are not a part of an activity, or not seeking academic support, must exit the high school campus by 3:30 p.m.
- Any student staying after school for academic support must be in the Learning Commons, the Commons or be under the supervision of school staff.
- Once a student has completed their supervised activity, they must remain in a designated area determined by security staff.
- Students who fail to comply with these guidelines may have a discipline referral, and/or a trespassing notice filed with the Shakopee Police Department.

Dances

Dances at Shakopee High School are for students in grades 9-12. Middle School students will not be admitted to high school dances.

The following rules will apply to all dances:

- Any dance held at Shakopee High School and sponsored by a class or organization of the high school shall be for students of Shakopee High School and guests when permitted.
- Students must be in good standing in not having more than 5 detentions owed.
- Students must present a school ID and guests must present a photo ID to be admitted to dances.
- A student of SHS may invite a guest to the dance. The guest must be in high school and under the age of 21.
 - The guest must have a completed [Dance Registration Form](#) submitted to the Main Office by 3:00pm of the Wednesday before the dance. These forms can be found in the Main Office.
- The hours for dances shall be 7:30 to 10:30 PM.
- Once a student leaves a dance, they will not be readmitted.
- The supervisor(s) of the dance reserves the right to refuse admittance to any Shakopee High School student.
- Students asked to leave the dance due to their actions will be referred to an administrator and may lose the privilege to attend future dances for up to one calendar year.
- Students under the influence of mood altering chemicals or alcohol will be detained and the parents or guardians and police will be called. Students will face regular school disciplinary action and will lose privileges to attend dances for one calendar year.
- Groups sponsoring dances must complete a dance request form.

Eighteen-Year-Old Students

Students who are eighteen years old may, with parent/guardian permission, assume responsibility for their own records and attendance. If a student and their family would like to allow them to have rights to attendance, records, or both, the student must go to the attendance secretary and request the 18+ Permission Form. Once the form is signed and returned, rights may be given to the student. School administration reserves the right to revoke the permission if it is being abused.

Homework

When a student is ill, the student is encouraged to contact a classmate or contact a teacher by email, voicemail, and access Canvas to get assignments. If students need textbooks from a locker, parents/guardians are encouraged to stop at the high school and pick up the books from their student's locker. Teachers are not required to provide assignments prior to a student's vacation. Students must turn in homework within an agreed upon time frame. Parents must call the attendance line, 952-496-5153, within 48 hours to excuse an absence.

Learning Commons

The Learning Commons supports all learners and staff by providing print and electronic collections, areas for collaboration, instruction, technology, and library services in a quiet academic atmosphere.

Students are encouraged to use the Learning Commons for class assignments, research work, and leisure reading. Reference books, magazines, computers for internet research, and fiction/non fiction books are available to the students. Different regulations apply to each type of material. Learn these rules quickly and take advantage of our fine facility. Students will be charged for any destroyed or lost media center materials. The Learning Commons specialist and staff are available to serve you between the hours of 7:30a.m – 3:30 p.m (Mon - Fri.)

The Academic Resources Center (ARC) is located in the Learning Commons. Students may access the ARC from 7:30am - 4:00pm daily for academic support and testing.

Lockers

Each 9th grade student will be assigned a locker. Sophomores, Juniors, and Seniors may request a locker. Combinations should be carefully guarded and not shared with other students to minimize the possibility of property loss. Student assigned lockers and physical education and athletic lockers are to be locked at all times.

It is strongly recommended students not leave large amounts of money or valuables in lockers. If a student is found to be responsible for damage to a locker, the cost of repairing damage to lockers may be charged to the student. Locker problems should be reported to the Main Office.

- The district cannot reimburse you if your personal property is stolen.
- Items left in lockers at the end of the school year will be donated to charity.

Lost and Found

In the event that a student has misplaced a personal item, there are several places to check. If the item is an electronic device such as a cell phone, iPod or calculator, students should check in the Main Office or with the School Resource Officer. If the item is of lesser value, such as an article of clothing or book, students should check the lost and found box.

Neighborhood

Shakopee High School is part of a neighborhood. Our neighbors have every right to expect that their property (house, yard, cars, business, etc.) will be treated with respect. Therefore, SHS students are not to trespass on neighborhood businesses or private property.

Personal Electronic Devices

Information is readily available and accessible through many different forms of technology. During class time, teachers may ask the students to take out an electronic device to enhance and/or aid in the lesson. The use of any electronic devices not provided by the school district in the classroom should be for educational purposes only, as determined by the teacher. Electronic devices can't be used in the bathrooms or locker rooms at any time. Students may use electronic devices during passing times and while at lunch.

Electronic devices include, but are not limited to: Smartwatches, iPads, iPods, laptops, cell phones, Kindles, e-books, tablets.

If an electronic device becomes a distraction in any school environment, it may be confiscated and school policies will be enforced. Failure to comply will result in further action. SHS is not responsible for lost or stolen electronic devices.

SouthWest Metro Intermediate: Transportation

Students enrolled in classes at SouthWest Metro may apply to drive or ride with another student to the Chaska location on a daily basis. Applications may be picked up in the Main Office. The application process must include:

- Completion of the application including an approved statement of need.
- Written parent permission on file.
- The school district may revoke driving privileges at their discretion.

Senior Option - Senior Option Information/Form

During their senior year, students who have at least 40 credits entering the 1st quarter and 46 credits entering the 3rd quarter are eligible to participate in senior option. If a student meets the criteria they may, with parent/guardian permission, be excused from 1st or 4th block during the school day. Senior Option placement will be based off of the master schedule availability.

Students must have:

- Top ½ of their class
- On track for graduation with their grade-level cohort (within 12 credits of graduation, for seniors 40 credits at start of 20-21 school year)
- No Behavior Referrals
- No attendance concerns with unexcused absences, less than 5 unexcused tardies
- Continued progress towards graduation, including passing all current classes. Failing a class will result in the loss of senior option for the remainder of the year.

*Senior option may begin upon completion of paperwork and Academy Principal or Counselor approval, and can be revoked for disciplinary and/or attendance issues.

Student ID's

Students must carry their current school provided ID at all times and show the ID when requested by school staff. Failure to show an ID when requested may result in administrative intervention.

If a student arrives late to school, they must enter through the secured main office and show their ID before being allowed to enter the building.

Student Parking

Students who choose to drive to school will operate their vehicles in conformance with all rules and regulations of the state of Minnesota, the city of Shakopee, and School District 720 Board of Education policy governing the reserved parking lot. Motor vehicles must be licensed and covered by insurance. The school is not responsible for the motor vehicle or its contents. It is important to remember that driving to school is considered a privilege and rules will be strictly enforced. **Students may not park their vehicles in a fire lane, visitor's space, staff designated space, or police reserved section.** Students parking on campus without a parking permit or illegally parked are subject to penalties including, but not limited to: fines, wheel locks, towing and removal of parking privileges.

**A wheel lock may be used for parking violations. Students must pay a \$10 fine to have a wheel lock removed from their vehicle. Students will not be permitted to drive to school until their fine has been paid.*

Students driving to school must have a parking permit and must park in the designated student parking areas. Students and parents will sign a Parking Permit Form. The permit fee will be \$120 for a full school year. Students applying for a permit after the school year has begun, will pay a prorated fee as long as permits/spaces are available. If the student is driving a different vehicle to school on any given day, it is their responsibility to transfer the removable parking permit to the vehicle they have driven to school. Lost decals can be replaced at a cost of \$10. Permits may not be given or sold to another student. Failure to follow the above rules will result in administrative intervention and behavior consequences. Any student found in possession of, or attempting to distribute counterfeit permits will be subject to disciplinary action including, but not limited to, loss of parking privileges and police referral. Students should be aware of the Search and Seizure policy outlined within the handbook as it pertains to vehicles parked on school grounds.

Students with outstanding fines or outstanding detentions from the previous semester or school year will not be allowed to buy a permit for the current semester until the fine is paid or hours of detention are served. Vehicles that display references to alcohol, tobacco, drugs, or anything deemed disruptive to others including but not limited to swastikas, confederate flags, obscene bumper/window stickers, or other slogans or decorations not appropriate for school, will be banned from school grounds. Students who violate the agreement will have their parking privileges revoked.

The Parking Regulations and Application can be picked up in the Main Office or can be found online. The completed application form, proof of valid driver's licence, and full payment are required to purchase a permit.

Study Halls

There are no study halls for the 20-21 school year.

Supplies and Copies

Students need to check with their teachers to determine what supplies are needed for their classes and special class projects. Additionally, the Registration Guide may list supplies required for classes. When students need to have copies made for class, they can do so in the Learning Commons.

Textbooks and School-owned Equipment: Lost or Stolen The school will charge an appropriate replacement fee for textbooks, workbooks, library books, and school-owned equipment lost, stolen or damaged by students. School-issued property is the student's responsibility until returned. Students have the responsibility to safeguard the materials or equipment at all times until returned. Stolen property cannot be reimbursed by the school district.

Visitors (Limiting visitors for the 20-21 school year as a result of COVID)

Students who want to bring visitors to the school must make a request to the administration **at least one day in advance**. All visitors are required to report to the Main Office and provide picture identification. Student visitors must report to the Main Office to pick up a guest pass and name tag. Visits may or may not be approved depending on the visitor, the visitee, and the reasons for the visit, and consideration of all other circumstances. In most cases, students who have recently dropped out or transferred will not be allowed to visit. Visitors who attend another local school district currently in session will generally not be provided a guest pass. Student visitors will not be permitted during the last two weeks of a semester.

TECHNOLOGY EXPECTATIONS

(The following was taken from the Digital Learning Handbook and Student Agreement. This can also be found online on the district website.)

Our goal in Shakopee Public Schools is to help students demonstrate digital responsibility, technological awareness and the ability to use technology to create, research, communicate and produce in the academic and professional setting. The goal of our digital initiative is to foster an engaging curriculum, dynamic learning environments and students who are better prepared for the world beyond our school doors; it is not about the device, but rather how to use the device in education.

Shakopee Public Schools Expectations for Digital Learning

1. Use technology to access and produce information
2. Use technology to collaborate and communicate with others
3. Use technology to craft, refine and publish content to a wider audience
4. Use technology to create and innovate

Expectations for Digital Citizenship

Being a responsible citizen in our schools, communities and the digital world requires responsibilities adapted for a changing world. We embrace the following conditions of being a digital citizen:

- *Respect yourself.* I will select names that are appropriate. I will carefully consider the information and images I post online. I will not post personal information about my life, experiences, experimentation, or relationships. I will not be obscene.
- *Protect yourself.* I will ensure that the information I post online will not put me at risk. I will not publish details about myself, my contact information, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- *Respect others.* I will show respect to others. I will not use technology to bully, harass, tease, or stalk other people. I will show respect for others through my choice of websites. I will not visit sites or display images that are inappropriate or disrespectful. I will not abuse my rights of access.
- *Protect others.* I will protect others by reporting abuse and not forwarding inappropriate or hurtful materials or communications and not visiting sites that are inappropriate or disrespectful.
- *Respect & protect intellectual property.* I will suitably use and cite any and all content (websites, books, media, etc.) according to copyright or creative commons licensing. I will request to use the software and media that others produce.

Access to Shakopee Public Schools' owned technology is a privilege and not a right. At any point access to devices, Internet and other technology resources can be revoked.

Student Digital Responsibility includes, but is not limited to:

Board Policy

Consent to the digital device agreement also includes adherence to Board Policy 524: Internet Acceptable Use and Safety Policy. **In instances where the student has put their own safety or the safety of others at risk (i.e. sexting or bullying), digital learning device privileges will be revoked immediately.**

Accessing/Posting Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

Personal Safety

Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, times, dates, etc.).

Privacy

Students and families need to know that files stored on school computers (including digital learning devices) are not private. Network and Internet access is provided as a tool for educational purposes only. Shakopee Public Schools has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All files are the property of Shakopee Public Schools and no user shall have any expectations of privacy regarding such files. Students may be selected, at any time, to provide their digital learning device for inspection.

Password Protection

The student or family should secure the digital learning device with a passcode and it is the responsibility of the student and family to remember the passcode. Never share your passcode, steal or use another person's passcode.

Online Etiquette

Follow the guidelines of accepted behaviors within each school's handbook. Do not use technology, including this device to bully anyone, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

Blogging and/or Podcasting

Use of blogs, podcasts, emails, texting, social media or other tools are considered an extension of the classroom. Expectations for behavior and online etiquette will apply regardless of the tools being used or the setting in which speech takes place.

Plagiarism/Copyright/Licensing

Plagiarism is the act of representing or using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted, paraphrased, or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Students must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

Photos and Video

Students should only take pictures or videos of staff or students with staff permission. Any student use of cameras in Shakopee Schools should be part of a class or club activity.

Malicious Use/Vandalism

Any malicious use, disruption or harm to the district's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of this agreement. No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to manipulate the operating system or remove or attempt to remove or circumvent the management system installed on each digital learning device. Using or possessing hacking software is a violation of this agreement. Students who attempt to hack or "jailbreak" any Shakopee Public Schools digital learning device will be in violation of this agreement. The use of anonymous proxies, VPNs, or similar software to circumvent content filtering is strictly prohibited.

Classroom Expectations

Failure to follow teacher direction in regards to the use of devices/tools/websites during class is a violation of this agreement.

If students leave their digital learning device at home they are responsible for completing coursework as if they had their digital learning device present.

Student Discipline

If a student violates any part of the above policy, they will be subject to disciplinary action. The disciplinary action for a violation will range from the student needing to check his or her digital learning device in and out of school each day for a period of time, to having all digital learning device privileges revoked. The student may also be subject to other disciplinary action as outlined in the Shakopee Guidelines for Student Behavioral Expectations handbook.

Tech Support

If technical difficulties arise with a digital learning device, or inappropriate content is discovered, the device may be restored by district technology department staff. If staff needs to restore the digital learning device, the district is not responsible for the loss of content put on the device by the student. It is strongly encouraged that all important data is regularly backed up to Google Drive.

Digital Learning Device General Precautions

- The digital learning device is Shakopee Public Schools' property.
- The digital learning device must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by Shakopee Public Schools staff.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Never expose a device to extreme cold or heat, direct sunlight, or prolonged periods of time in places that are not at a normal room temperature.
- Digital learning devices must be kept in a secure location at all times. It is the student's responsibility to know where their device is. During classes or lunch periods when the device is not needed, place the device in your locker or in a locked classroom. **DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE.** Do NOT place your device on the **BOTTOM** of your locker, but rather on

top of all other materials.

- The use of or access to the digital learning device in any unauthorized area (i.e. locker rooms, restrooms) is prohibited.
- If your digital learning device is either lost or stolen students should report that information to the front office or technology staff as soon as possible. The digital learning devices contain software that can be activated to track and possibly recover missing devices. The district will coordinate with law enforcement to track missing or lost devices in partnership with the student/family.

Device Cases: Transporting To & From School

Shakopee Public Schools provides a protective case for iPads and a padded bag for transporting MacBooks. -

- iPads should ALWAYS be in the protective case.
- MacBooks should be stored and transported in the provided bag.
- The device should be charged using the charger provided and brought to school ready to use each day.
- Do NOT place your device in a book bag that contains food, liquids, heavy or sharp objects.

Digital Learning Device Screen & Cleaning

- The screens are sensitive to pressure and therefore can be damaged; they are scratch *resistant*, not scratch proof.
- The screens are made of glass and can either break or shatter.
- Do NOT use liquids to clean the device. This includes, but is not limited to: window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives.
- PLEASE USE: A soft, dry cloth or anti-static cloth.

Digital Learning Device Maintenance

- Do NOT attempt to try to repair the internal workings of any digital learning device yourself.
- If your device is not working take your device to the Media Center/Learning Commons as soon as possible and have technology department staff examine it. If your device needs to be worked on for an extended period of time, you will be issued a temporary device until yours is working properly. For cases of hardware failure or other damage, a replacement device will be provided.
- Each digital learning device has identifying labels which must not be removed or altered in any fashion.

Earphones and Audio

Shakopee Public Schools does not provide earphones. If a student wishes to purchase their own earphones then:

- Earphones shall not be used within or on school property unless a teacher specifically requests or allows students to do so.
- If allowed to use earphones, the appropriate level is when only the person wearing the earphones can hear the sound. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Storing Documents

There will be limited storage on the device and academic files take priority over personal. Several backup options exist to cloud storage or personal computers. Students should backup their files. The district is not responsible for saving, restoring or backing up documents, music, or photos that students may be storing on the digital learning device.

Applications and Content

Students may install apps made available to them through Shakopee Public Schools' Self Service app store. Students may load music and photos on their district-owned digital learning device as long as all content complies with the Acceptable Use Policy. Applications or content that does not have an educational purpose, is not in compliance with the Acceptable Use Policy, or is disruptive to the educational process or at home may be removed from the device. If technology department staff need to restore a digital learning device for any reason, the district is not responsible for any content put on the device by the student.

Use of online educational applications

The Children's Online Privacy Protection Act (COPPA) requires that parents and guardians of children under the age of 13 provide written consent for the accessing and use of many online services, including academic applications that will be used at school.

The district reviews the use of online services to ensure that student data is maintained in a secure manner, that personally identifiable student data is not shared with third parties, and that our use is compliant with district policies related to student privacy and records.

A compiled list of online services is available for review on the district website <https://www.shakopee.k12.mn.us/Page/7602> or by request from the school office.

Turn In

Students in grades 9-11 and in good standing, may keep their district issued device over the summer. Students choosing to turn-in their digital learning devices and accessories will check them in at the end of each school year at a date and time determined by school administration.

Students who graduate early, transfer, withdraw or are expelled will return the device and accessories at the time of withdrawal. Failure to return the property in a timely fashion may result in the involvement of law enforcement.

Device Insurance

The Shakopee Public Schools digital initiative is designed to provide a powerful and personalized learning experience for all students.

The district recognizes the need to protect our investment in digital learning devices and to protect families from expenses from theft or damage of the device assigned to the student. Therefore, the district is offering families a choice of two protection plan options. Parents will be given a Digital Learning Device Protection Plan & Use Agreement Form.

STUDENT SERVICES

Busses

Busses are provided for students who live more than two miles from the main entrance of the high school. Transportation questions can be directed to Palmer Bus, 952-445-1166. Consequences for violating transportation expectations are outlined in the **Behavior Guidelines** section of the handbook.

Career Center/Student Support Services

The Career Center is located off the Commons area.

Counselors can be found in the HUB Offices of their respective academies.

- Freshman Academy, Business & Entrepreneurship and Arts & Communications Academy (1st floor - C100 offices)
- Health Science, Human Services, Engineering & Manufacturing and Science and Technology Academies (2nd floor - SW200 offices)

SCHOOL COUNSELORS: Counselors are available to help students with their high school academic program, post-high school planning, and personal counseling referrals. If students are experiencing any problems, they can consult their counselor for direction and help. Counselors can also assist students with the college selection, application, and scholarship process. They also help students to select and research possible careers as well as students interested in working with MCIS/Family Connection system.

The following services are available through the counseling offices and are located throughout the building:

CHEMICAL HEALTH: Students concerned about their own chemical use, or a friend's chemical use, may contact their counselor in the Student Services office. Their counselor may make a referral to the Chemical Health Counselor at SHS. The Chemical Health Counselor is affiliated with Scott County. Students must have a parent/guardian sign a release before they can meet with the Chemical Health Counselor.

HIGH POTENTIAL COORDINATOR: A High Potential Coordinator is available to help students maximize their potential. This might include help with course selection, scheduling, selecting options, etc. Seniors may want to consult with the coordinator on college selection and admission.

MENTAL HEALTH COUNSELORS: Students experiencing emotional difficulties should contact their counselor for referral to the school psychologist or social worker. This includes students experiencing problems at home or outside of school; counselors have resources to help students.

SCHOOL RESOURCE OFFICERS: A police resource officer is available for students when necessary. Contact the officer through the Main Office.

SCHOOL PSYCHOLOGIST: Provide consultation and conduct evaluations necessary for special education services.

SOCIAL WORKER: A social worker is available for students. Contact the social worker through your counselor.

Food Service

Breakfast

Breakfast is \$1.75 for students and can be purchased directly out of your meal account, 3 food items need to be selected to qualify for the reimbursable meal. Please note that there are a la carte items to purchase at breakfast time in addition to the main breakfast. There must be money in your account for you to purchase a la carte breakfast items. All food items must be consumed in the Commons area. No food is allowed out of the Commons area.

Lunch

Lunch is \$2.85 for students and can be purchased directly out of your meal account, 3 food items need to be selected to qualify for the reimbursable meal. If you wish to purchase an extra entrée, side item or something from a la carte, there must be money in your account in order for you to purchase any extras. Sufficient money needs to be in your account to ensure that you will be able to purchase a lunch. If you are having difficulty paying your child's lunch account, please contact Food and Nutrition office at 952-496-5140. We will contact you if your child's lunch balance is negative.

After finishing your lunch, bus all your own dishes and silverware to the designated area. Abusing your lunchroom privileges will result in suspension from the lunchroom for various periods of time or other disciplinary actions. Please do not take any food out of the Commons. Students who bring their own lunch are asked to eat in the Commons. Food from restaurants may not be dropped off or delivered to a student.

during the school day.. Students may not have guests that are not currently enrolled at SHS join them for lunch.

Shakopee High School has a closed campus; therefore, students will not be excused to leave the building during their lunch period.

Depositing Money Into Accounts

Money may be deposited online at <https://shakopee.revtrak.net> There is a \$1.75 fee. You can also send payment to Shakopee Food Service, 1200 Town Square Shakopee – Attention: Deb. You may also pay before meal time at the cashier station. We do not recommend paying money over serving time as this slows down the lunch line. Please make sure the student's first and last name is in the memo part of the check.

Any questions about food service or your meal account can be directed to Carol in Food Service at 952-496-5141.

Fundraising

All fundraising requests need to be associated with an active student organization and need to be approved through the Activities Office in advance.

Health Services

Health services are provided in the Shakopee School District to promote and maintain the health and safety of all students and staff. Healthy students are better learners.

The school district, in accordance with state law, will develop, maintain and monitor health records and statistics. Every effort will be made to safeguard the privacy of all health data that must be accumulated. Information in the pupil health record includes, but may not be limited to, immunizations and vision and hearing screening results.

Illness & Injury

A Registered Nurse (Licensed School Nurse) and Licensed Practical Nurse (LPN) staff the school health office to administer medications, provide first aid for injuries and care for students who become ill at school. The Licensed School Nurse writes emergency care plans and individual health plans as needed and distributes them to staff who need to know.

Students exhibiting the following symptoms will be excluded from attending school at the discretion of the school nurse, principal, or designee:

- elevated temperature over 100 degrees
- vomiting and/or diarrhea
- suspected contagious disease such as chicken pox
- other circumstances as identified in consultation with the student's parent or guardian

Parents/ guardians are asked to contact the school nurse about new health problems that impact education, anytime a student is absent 3 or more days in a row or if an extended absence due to scheduled surgery or hospitalization is expected.

Immunizations

In accordance with Minnesota Statutes, section 121A.15 and 135A.14, all children who are enrolled in a Minnesota school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps and rubella or submit signed exemption forms. Students entering Kindergarten and 7th grade must also be immunized against hepatitis B. Records of all children entering the Shakopee schools will be reviewed. No child, unless they meet allowable exemptions, will be allowed to attend school if those records are not up to date. Students who are not up to date on immunizations will not receive a schedule. Allowable exemptions include either (1) a medical exemption signed by a physician stating that the immunization is prohibited for medical reasons or because an adequate immunity already exists or (2) a conscientious exemption signed by the parent or legal guardian and notarized stating that the child has not been immunized because of conscientiously held beliefs of the parent or legal guardian.

Medications

Shakopee Schools maintain a safe, effective medication procedure that is current with accepted standards.

1. When medication is given by designated school personnel other than the school nurse, those staff are in-serviced yearly and supervised by the licensed school nurse.
2. Medication must be brought to school in an original container appropriately labeled by the pharmacy with date, student's name, dosage, time intervals and any other key instructions. Over-the-counter medication will be administered only when the medication comes in the original container. Taking medication outside of school hours is preferred.
3. The "Permission to Dispense Medication" form must be filled out completely and submitted in order for the school to administer medication to a student. The form needs to be signed by both the parent and the physician for all prescription medications. Only a parent signature is required for over-the-counter medication. These forms will not be carried over from one year to the next and new forms must be submitted each year.
4. Students may carry inhalers for asthma or Epipen for allergies if their health care provider writes that the student may do so. Asthma Action Plan or Allergy Action Plan forms are completed by the health care provider at the beginning of the school year.
5. Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication to a student during the school day.

Head Lice Procedure

Parents or teachers may ask the nurse at school to check a student who seems to have symptoms of head lice: itching of the head and neck, scratch marks on the back of the neck or around the ears.

- If the child has live lice, the nurse will notify the parent by phone and they will be asked to treat their child for lice before the child returns to school the next day. Students with live head lice do not need to be sent home early from school. They can stay in the classroom and go home at the end of the day, returning to school after appropriate treatment has begun. Successful treatment should kill adult lice.
- When informing a parent of the presence of live lice on their child, the nurse may ask the parent if they want siblings to be checked. It is advantageous to treat all infected family members at the same time. It is not recommended to treat family members who have no signs of lice or nits.
- The parent is given information about Food and Drug Administration (FDA) approved treatment choices and are encouraged to talk with their pharmacist or health care provider. The parent must follow label directions, such as the recommended day of a second treatment (usually 7-10 days) after the first treatment. The parent is given information on using a nit comb and focused cleaning in the home and of personal objects. Information, such as the handout from the Hennepin County Public Health Infectious Disease Manuals given to the parent.
- The Centers for Disease Control recommends that insecticide sprays for lice not be used in the home. Insecticide sprays are dangerous when absorbed through the skin or inhaled.
- Less than 10% of head lice cases are passed around at school. Sharing a bed with a person with head lice, going to camp, going on overnights are examples of how lice is often transmitted. Educational messages about head lice will be sent to parents of elementary students several times a year to help parents learn how to check their children for head lice and recommended treatment steps.
- If there are three or more cases of head lice in a classroom, a letter is sent home with all students in the affected classroom. Preserving confidentiality of each student / family is mandated.
- It is in each family's best interest to check their children periodically for head lice, rather than wait for a notification from school.
- Upon returning to school after treatment, the student is rechecked for live lice by the nurse. Health services staff rechecks the student in 6-7 days after treatment. It is very common that a second treatment is needed in 7-10 days.
- After two failed treatments, parents are encouraged to contact their health care provider for prescription treatment.

6/27/19 PLN

Special Education Services

Special Education services are available for SHS students meeting state and district criteria. Parents and students may access assessment/services by contacting their teacher, counselor or Special Education department chair.

SCHOOL CULTURE EXPECTATIONS

Adults will:

- Create a culture of learning that includes:
 - Opportunities for students to explore and construct their learning through choice, practice, trial, error and reworking
 - Knowing the students culturally, and individually, by being fully cognizant of their strengths and interests
 - Co-creating classroom rituals that maximize learning bell-to-bell
 - Creating a climate that respects difference and allows for multiple perspectives without hurting others
 - Fostering opportunities for students to determine responsibility in meeting academic, social, and emotional expectations in monitoring their self control

Students will:

- Participate fully in the learning experience, including curricular, co-curricular and extra curricular activities, from the moment they are on the bus until they return home, at all district activities and events.
- Participate actively in the learning experience by being fully engaged, fully prepared, raising engaging questions, and effectively and positively communicating with all students and staff.
- Participate actively in the learning experience by sharing information about themselves—strengths, weakness, and culture to create common bonds in curricular, co-curricular and extra curricular activities.
- Participate actively in the learning experience by respecting differences while asserting perhaps a divergent viewpoint, doing so without harm to the other students, staff, team, other leader, and property.
- Demonstrate empathy (knowing others) to build fruitful relationships that create a cohesive learning opportunity for all and through self-control, behave in an ethical manner from the moment they are on the bus until they are returned home.

If a student demonstrates a lack of responsibility, respect, empathy or self control and disrupts the learning for other students, adults will:

- Redirect, work with and ensure that the student fully understands the expectations.
- Create an accountability system with the student and parent/guardian with clear consequences or processes for resolution for additional violations.

- Work in partnership with family, students, staff and other significant adults to determine additional strategies and/or consequences.
- Determine if there are extenuating physical, emotional or mental challenges.
- Submit referral as required.
- Move to remove from class, suspension, or expulsion.

STUDENT RIGHTS AND REPORTING

Harassment and Violence Policy

I. PURPOSE

The purpose of this policy is 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.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of 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.
- B. 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.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either 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.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment: Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or disruptive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. 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:

1. has the purpose or effect of creating an intimidating, hostile or disruptive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. 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:

1. has the purpose or effect of creating an intimidating, hostile or disruptive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.

D. Sexual Violence: Definition

1. 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 Minn. Stat. 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
 - d. 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:

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon another; or
3. The threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes they have 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 of the 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 school district human rights officer or to the superintendent.
- B. 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.
- C. 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. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In the District: The school board hereby designates the school district Human Resources Manager as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. 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.
- G. Use of formal reporting forms is not mandatory.
- H. 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, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. 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.
- B. 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.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. 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.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. 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 results 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.

VII. 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 makes a good faith report of 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.

VIII. 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.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be posted in each school building in an area accessible to pupils and staff members, and on the school district website.
- B. This policy shall appear in the student handbook.
- C. The school district will develop a method of discussing this policy with students and employees.
- D. This policy shall be periodically reviewed for compliance with state and federal law.

Hazing Prohibition

- I. **PURPOSE** - The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY -

- No student, teacher, administrator, volunteer, contractor or other employee of the Shakopee Public Schools shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of the Shakopee Public Schools shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- A person who engages in an act that violates school policy or law in order to initiate into or affiliated with a student organization shall be subject to discipline for that act.
- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. **“Hazing”** - 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. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” - A group, club or organization having students as its primary members or participants. It includes all grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- Any person who believes they have been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to the School District Human Rights Officer(s) or building principal.
- The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a School District Human Rights Officer(s) or the Superintendent.
- Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.
- Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- Upon completion of the investigation, 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 deter violations and to appropriately discipline prohibited behavior. 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, school district policies and regulations.

VI. 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 retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in all staff, student and parent handbooks.

Notice of Nondiscrimination

Independent School District 720 is committed to a policy on nondiscrimination. The school district will not discriminate in any matters concerning staff, students, educational programs and services and persons with whom the board does business.

In addition to compliance with all federal and state laws, the school district shall consider discrimination to be an overt or covert behavior that excludes participation in or denies the benefits derived from any educational program or employment opportunity based on race, color, creed,

religion, national origin, sex, sexual orientation, marital status, disability, status with regard to public assistance and age.

In keeping with the school district's commitment and the requirements of law, the school district will establish and maintain a program designed to identify, remediate and prevent discrimination in employment, assignment and promotion of personnel; in educational programs, services and opportunities offered students and staff; in location and use of facilities; and in educational materials.

Rights Regarding Pupil Records

Independent School District No. 720 gives notice to parents of students currently in attendance in the district, and eligible students currently in attendance in the district, of their rights regarding pupil records.

Independent School District No. 720 has adopted a board policy in order to comply with state and federal laws regarding education records. The policy does the following:

It classifies records as public, private or confidential.

It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

It establishes procedures and regulations for access to and disclosure of education records.

It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

Copies of Board policy and accompanying procedures and regulations are available to parents and students upon written request to the Office of Superintendent of Schools.

- Pursuant to applicable law, Independent School District No. 720 gives notice to parents of students currently in attendance in the district, and eligible students currently in attendance in the district, of their rights regarding "Directory Information."
- "Directory information" includes the following information relating to a student: the student's name; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.
- The information listed above shall be public information which the school district may disclose from the education records of a student.
- Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.
- In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information: name of student; home address; school presently attended by student; parent's legal relationship to student, if applicable; specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.
- Complaints regarding alleged violations of rights accorded parents or eligible students by the federal law and the regulations promulgated thereunder may be submitted in writing to the Student Family Education Rights and Privacy Office, U.S. Department of Education, Washington, DC 20202.

STUDENT DISCIPLINE POLICY

Every student and employee of Shakopee High School is entitled to learn and work in a safe school environment. To ensure this, the district and school have established clear student discipline policies, consequences appropriate for the behavior, and practices to consistently apply the policies. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the discipline policy. Any behaviors prohibited by policy may result in a referral. The school district may take into account the student's disciplinary records while enrolled in SHS. Where applicable, the student will be declared ineligible for participation in activities governed by the Minnesota State High School League. Students are expected to behave in accordance with federal, state and local laws and rules, district and school policies and regulations, and in a way that respects the rights and safety of others. Students violating the law will be referred to the police. The following are school discipline policies. These discipline policies and the potential consequences apply at any time a student is present at a school location or at a school-sponsored event. Listed are the violations and the recommended consequences. The school district in its sole discretion may impose more severe consequences (i.e. expulsion) beyond those set forth in this policy based on the particular misconduct.

Discipline Procedures & Terminologies

Compliance Statement

Shakopee High School complies with all federal and state laws prohibiting discrimination on the grounds of race, color, national origin, creed, religion, sex, marital status and age.

Any person who feels that their rights under these policies have been violated should report the circumstances to the building principal.

CLOTHING: Clothing may not include words that are lewd, obscene, disruptive, abusive, or discriminatory or which create a safety hazard, or which promotes products or activities that are illegal for minors. Dress or grooming which is disruptive to the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. **Students may not wear facemasks that would prevent the student from being identified.** (DUE TO COVID, Mask will be required in all indoor spaces). Students must cover their midriff, upper body (no bra straps showing) and shorts may not be shorter than arm length at their sides.

CORPORAL PUNISHMENT: The state law strictly prohibits corporal punishment. Corporal punishment involves the hitting or spanking of a student with or without an object or any unreasonable force that causes bodily harm or substantial emotional harm.

FREE SPEECH AND EXPRESSION: Students have the right to free speech so long as speech does not violate the rights of others or the responsibilities listed below.

Students are responsible for expressing opinions, publishing written materials and distributing literature in such a manner that is not defaming, obscene, discriminatory, sexually explicit, associated with threat/hate groups, including gangs, or contains references to alcohol, chemicals, tobacco, or other products which are illegal for use by minors, that does not interfere with the rights of others or disrupt the school environment and follows school regulations regarding time, place and manner.

Students have the right of assembly within the reasonable time, place and manner restrictions of the school district. Those restrictions will be made available to all students before they are enforced.

LOCKER POLICY: It is the policy of District 720 and the state of Minnesota (MS127.47) that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of lockers 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 a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school must provide notice of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

MODIFICATION OF CONSEQUENCES: Consequences for a specific violation may be adjusted on an individual basis.

PARENTAL/GUARDIAN QUESTIONS ABOUT DISCIPLINE: Parents may contact building administrators to discuss an infraction and/or consequence assigned if they have questions regarding the situation.

PHYSICAL RESTRAINT: Physical restraint may be used by administrators, teachers and/or other staff only where it is necessary to use reasonable force to keep a student from injuring themselves, others, or property.

POLICE LIAISON OFFICER: Police liaison officers work as school agents. When an offense is committed they may interview a student before calling a parent or legal guardian.

POLICE REFERRAL: Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to the police.

PUBLICATION OF DISCIPLINE POLICY: Each school will include the district-wide discipline policy along with their building-level discipline policy to make-up their overall building discipline policy. Students and parents or guardians will be informed of the discipline policy at the beginning of the school year or when they enroll in Shakopee Public Schools.

RECOMMENDATION FOR EXPULSION: Expulsion is a legal act which may be taken by the school board, not principals. That is why a meeting is held at the district level before such action is taken by the school board.

SCHOOL LOCATION: Includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrance or departure from school premises or events, and all school related functions.

SCHOOL PERSONNEL: Any person employed or under the direction/assignment of school personnel and who is acting within the scope of their assignment.

SCHOOL ORGANIZATION: A group, club organization having students as its primary members or participants.

SCHOOL TRANSFER: Transfer from the student's home school to another similar district school.

SCHOOL ZONE: (MN Statute 152.01 Subd 14a.) – (1) any property owned, leased, or controlled by a school district or an organization operating a nonpublic school, as defined in section 123B.41, subdivision 9, where an elementary, middle, secondary school, secondary vocational center or other school providing educational services in grade one through grade twelve is located, or used for education purposes, or where extracurricular or co-curricular activities are regularly provided; (2) the area surrounding school property as described in clause (1) to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property; and (3) the area within a school bus when the bus is being used to transport one or more elementary or secondary school students.

SEARCH AND SEIZURE: Our goal is to maintain a safe environment for students, one that is free of drugs and weapons. To accomplish this goal we must, when given cause, search students, lockers and vehicles on the school grounds. School officials may conduct the search or the school may use drug sniffing dogs to conduct the search. ***Students are advised that cameras provide video surveillance in the building and the parking lot.***

School lockers remain the property of the school and may be inspected at any time without notice, without student consent, and without a search warrant. Personal possessions within the locker may be searched only when school officials have a suspicion that the search will uncover evidence of a violation of law or a school rule. Students will be notified of a search of their personal possessions as soon as possible following a search. In most cases, contraband will be turned over to the police.

Student vehicles may be searched based on observation of contraband in the vehicle or suspicion that the search will uncover evidence of a violation of law or a school rule. The student who drove the vehicle to school will be held responsible for the contraband and face school disciplinary action. In most cases, contraband will be turned over to the police.

When a student's locker or vehicle is searched, the parent/guardian of the student will be contacted.

Under the threat of immediate danger, locker(s) and other areas will be searched immediately.

SEARCH OF VEHICLES: By entering the school parking lot, the person driving any vehicle is deemed to consent to a complete search of the vehicle for any reason. Such search may be conducted by school officials including the school custodian or by law enforcement officers at the school's request. The area of search will include the entire passenger compartment, engine compartment, trunk and undercarriage, and all containers therein, locked or unlocked.

SPECIAL EDUCATION/STUDENTS WITH DISABILITIES: Consequences for students with disabilities will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or 504 Plan.

UNDER THE INFLUENCE: The following behaviors would indicate that a student is "under the influence": smells of alcohol or drugs, physical appearance (red eyes), incoherent, staggering or unsteady walk, slurred speech or comatose. A school authority will check for signs.

UNIQUE SITUATIONS: Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Consequences can range from those assigned by a building administrator up to and including recommendation of expulsion.

Pupil Fair Dismissal Act

See "Suspension and Expulsion Procedures" listed below.

Suspension and Expulsion Procedures

- I. The staff shall recognize its continuing responsibility for the education of the pupil during the dismissal period to help prepare them for readmission.

II. DEFINITIONS:

- A. **BULLYING**: Intimidating, threatening, abusive, or harming conduct that is objectively offensive and : a) There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or b) 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, service, or privileges.
- B. **CYBERBULLYING**: 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 device. This includes use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- C. **DISMISSAL**: "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, a suspension.
- D. **DISTRICT**: "District" Independent School District No. 720.
- E. **DRUG PARAPHERNALIA**: all equipment, products and materials of any kind which are knowingly or intentionally used primarily in manufacturing a controlled substance; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance; testing the strength, effectiveness, or purity of a controlled substance; or enhancing the effect of a controlled substance.
- F. **EXCLUSION**: "Exclusion" means an action taken by a school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.
- G. **EXPULSION**: "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.
- H. **GANG**: any ongoing organization, association or group, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in a pattern of gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same gang.
- I. **GANG-LIKE ACTIVITY**: any conduct engaged in by a student on behalf of any gang, to perpetuate the existence of any gang, to affect the common purpose and design of any gang and/or to represent a gang affiliation, loyalty or membership in any way while in a school location. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against their will in furtherance of the common purpose and design of any gang.
- J. **HAZING**: committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity.
- K. **PARENT**: "Parent" means (a) one of the pupil's parents, or (b) in the case of divorce, legal separation or illegitimacy, the custodial parent.
- L. **PUPIL**: "Pupil" means any handicapped or non-handicapped student under 21 years of age eligible to attend a public elementary or secondary school within the district.
- M. **SCHOOL**: "School" means any school as defined in Minnesota Statutes, Section 120A.05.
- N. **SCHOOL BOARD**: "School board" means the governing body of the school district.
- O. **SUSPENSION**: "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than five days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission shall include, where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around them. In no event shall suspension exceed 15 school days, provided that a suspension exceeds five days.

III. Pre-Condition to Dismissal (Suspension exceeding 5 days, exclusion or expulsion.)

No school shall dismiss any pupil without attempting to provide alternative programs or education prior to dismissal proceedings. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies.

IV. Grounds for Dismissal.

A. Statutory Grounds. A student may be dismissed on the following grounds:

1. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. School Board Regulation.
 - a. Incorporation of conduct regulation. The School Board of Independent School District No. 720, in adopting this policy, hereby adopts and incorporates into the policy the following school board regulation relative to student behavior.
 - b. Forbidden Conduct. Any pupil who willfully engages in any of the following conduct at school, at school activities, on a school bus, or on school grounds shall be subject to discipline including dismissal from school.
 - i. Possesses, sells, consumes or is under the influence of alcohol or unauthorized drugs or controlled substances or possesses or sells equipment intended for use in connection with consumption of the same;
 - ii. Uses smoking materials; engages in the illegal possession, sale or consumption of tobacco; or otherwise violates a school rule with respect to smoking tobacco;
 - iii. Is absent without excuse from school or class with or without the knowledge of any parent or guardian.
 - iv. Destroys or damages the property of another;
 - v. Takes or keeps the property of another;
 - vi. Refuses to obey a school or school district regulation, or a directive of any person in a position of authority;
 - vii. Physically or verbally abuses another person;
 - viii. Possesses a weapon as defined by law;
 - ix. Extorts, or attempts to extort, threatens to extort, harass or terrorize another person;
 - x. Violates a state or federal statute; or local ordinance;
 - xi. Engages in conduct that materially and substantially disrupts the education process;
 - xii. Engages in conduct that endangers the pupil or another person, or the property of the school or of another person;
 - xiii. Violates any other rules or regulations of the school district.

V. Suspension

A. Pre-Condition

No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to persons or property around them.

B. Procedures

1. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of this Act, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon their parent or guardian by the certified mail within 48 hours of the conference. In the event the pupil is suspended without an informal administrative conference on the ground that the pupil will create an immediate and substantial danger to persons or property around them, the written notice shall be served either personally or by certified mail upon the pupil and their parent or guardian within 48 hours of the suspension. Service by certified mail is complete upon mailing.
2. Notwithstanding the provisions of Part V, A and B, the pupil may be suspended pending the school board's decision in the expulsion hearing; provided that an alternative program shall be implemented to the extent that suspension exceeds five days.
3. A student will be readmitted to school following the expiration of the suspension, unless expulsion proceedings have been commenced.

VI. Expulsion

A. Pre-Condition

No exclusion or expulsion shall be imposed without a hearing unless the pupil and parent or guardian waives the right to a hearing in writing. The school board or its agent shall initiate the action.

B. Notice. Written notice of intent to exclude or expel shall:

- a. Be served upon the pupil and their parent or guardian by certified mail;
- b. Contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- c. State the date, time and place of the hearing;
- d. Be accompanied by a copy of the Pupil Fair Dismissal Act;
- e. Describe alternative educational programs afforded the pupil prior to the commencement of the expulsion or exclusion proceedings; and
- f. Inform the pupil and parent or guardian of the right to:
 1. have legal counsel at the hearing;
 2. examine the pupil's records before the hearing;
 3. present evidence; and

4. confront and cross-examine witnesses.

- C. Hearing Scheduled. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is required for good cause by the school board, pupil, parent or guardian.
- D. Hearings: Open or Closed. The hearing shall be closed unless the pupil, parent, or guardian requests an open hearing.
- E. Hearing: Time and Place. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.
- F. Right of Representation. The pupil shall have the right to a representative of their own choosing, including legal counsel. If a pupil is financially unable to retain counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.
- G. Hearing: By Whom. The hearing shall take place before:
 - a. An independent hearing officer;
 - b. A member of the school board;
 - c. A committee of the school board; or
 - d. The full school board; as determined by the board.
- H. Proceedings Recorded. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.
- I. Access to Records. At a reasonable time prior to the hearing, the pupil, parent or guardian or their representative shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.
- J. Witnesses, Confrontation, Cross-Examination. The pupil, parent or guardian or their representative shall have the right to compel the attendance of any official employee or agent of the public system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and cross-examine any witnesses testifying for the public school system.
- K. Right to Present Evidence. The pupil, parent or guardian or their representative shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- L. Not Compelled to Testify. The pupil cannot be compelled to testify in the dismissal proceedings.
- M. Substantial Evidence. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.
- N. Decision. The decision by the school board shall be based upon the recommendation of the hearing officer or the school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the Commissioner of Education of the basis and reason for the decision.

VII. Other Reports and Notice Requirements

A. Report to Service Agency

The school board shall report any action taken pursuant to this Act to the appropriate public service agency, when the pupil is under the supervision of such agency.

B. Report to Commissioner of Education

The school board shall report each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. The report shall include a statement of alternative programs of education accorded the pupil prior to the commencement of exclusion or expulsion proceedings.

C. Notice of Right to be Reinstated

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, the pupil and their parents shall be informed by certified mail of the pupil's right to attend and to be reinstated in the public school.

VIII. Non-Credit Programs

The procedure required by this policy need not be observed in connection with discipline related solely to school programs and activities for which no credit is granted.

IX. Responsibilities

A. Evaluation

- 1. The Board of Education will periodically review and consider changes in the specific regulation submitted by each school or department.
- 2. Prior to submission to the board and superintendent, the building principal or department head, in cooperation with staff and students, will review rules and regulations.

B. Enforcement

- 1. All the adult building personnel are responsible for the consistent enforcement of school rules and regulations.
- 2. The building principal will suspend and only the principal will initiate expulsion or exclusions.

C. Communication

- 1. It will be the responsibility of the principal to see that each student is given a copy of the building rules and regulations.
- 2. All rules and regulations will be reviewed with students as to their content and intent.

3. A copy of each building's rules and regulations will be provided to parents.

X. Incorporation of Dismissal Act: Controlling Effect

The Pupil Fair Dismissal Act, M.S. 121A.40-56 is attached to and made a part of this policy. To the extent this policy is inconsistent with the Pupil Fair Dismissal Act, the Act is controlling.

Tennessen Warning

The Minnesota Government Data Practices Act (Minn. Stat. 13.01 et seq.) provides that an individual asked to supply private or confidential data concerning the individual has the right to be informed of the following:

1. The purpose and intended use of the requested data;
2. Whether the individual may refuse or is legally required to supply the requested data;
3. Any known consequence of supplying or refusing to supply the private or confidential data; and
4. The identity of persons or entities authorized by state or federal law to receive the data. Minn. Stat. 13.04, subd. 2. This notice is commonly called a Tennessen warning.

Use of Reasonable Force

"A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes §121A.582 and other laws."

MISCELLANEOUS

Announcements

Announcements for the student body are to be turned in to the Main Office by 1:00 pm on the day before the announcement is to be made; they should be signed and approved by an advisor or coach. The announcements will be posted throughout the building and on the high school website. It is the responsibility of students who are attending classes outside of the high school to read the posted announcements.

Emergency Planning - Fire Drills and Tornado Drills

Posted in each room is a notice related to evacuation and shelter in the event of an emergency. FOLLOW THESE DIRECTIONS unless an emergency causes other directions to be given. When exiting the building, move promptly, but without running. Keep orderly lines. All students and all school employees are to leave the building and are not to return until the all clear is given. Those leaving the building first are to go 300 feet away from the building.

In the case of a tornado drill or warning, a steady bell will be heard. Teachers will direct students to follow the signs posted in each room.

Emergency Planning - Lockdowns and emergencies within the building

It may become necessary to evacuate or lockdown the building because of an emergency. You will be notified of such an emergency over the P.A. or by your classroom teacher. All students are expected to follow the emergency directions given by adult supervisors. Emergency evacuation and lockdown procedures will be practiced.

Emergency Planning - Weather Emergencies

Here in the upper Midwest from time to time we have weather conditions that cause school to begin late or to be cancelled completely for the day. The official radio station carrying such information is WCCO (830 AM). Please listen to this station, check the website, and DO NOT CALL THE SCHOOL. For most emergencies, an automated call will be sent to homes.

Money/Valuables

DO NOT bring excess money or valuables to school. The safety of these items canNOT be guaranteed. Also note - for security purposes, **the Main Office does NOT keep cash in the office.** Please bring exact amounts when paying classroom fees or one dollar bills or coins for vending machines.

Moving

If at any time your address changes, please contact the Main Office as soon as possible so there is no interruption to your school correspondence. If you are moving out of the school district and will no longer be attending Shakopee schools, please allow at least 2 days advance notice whenever possible so your student can complete a Withdrawal Grades sheet to take to their new school. In the case of a

withdrawal, please note expectations in the Academics section of the handbook related to **Withdrawal Procedures**.

Parents as Partners

Volunteers are important partners in the education of our students and there are many times that we need parent volunteers. Please consider sharing your time with the students and staff. We realize that volunteering takes a different form at the High School level because of the unique characteristics of adolescent students. Be assured, though, that your participation is needed and benefits everyone - students, school, community and you.

There are many ways you can be involved at the Shakopee High School including the following volunteer opportunities:

- **Community Resource Speaker:** Add your name to our file of community members willing to speak to classes about their occupation, hobby, ethnic heritage or travel experience. Share your first-hand knowledge with students and enrich their learning.
- **Tutor:** Work with individual students, under the supervision of a teacher, to reinforce math, spelling, reading or writing skills.
- **Learning Commons Support:** Shelve books or assist students with research projects.
- **Career Center:** Help students' access career, college and scholarship information.
- **Special Projects:** Assist office staff with bulk mailings or special events.
- **Athletics Events Volunteer:** Help at three athletic events and receive an activity pass.
- **Band Boosters:** Provide support for the band program and assist with band fundraising efforts.
- **Dollars for Scholars:** Assist with coordinating the annual community drive for scholarship funds.
- **Senior Class Party:** Help plan and coordinate the all-night graduation party. Planned and staffed entirely by parents and community members.
- **Lunchroom Helper:** Assist staff with lunchroom procedures

For more information about volunteer opportunities, contact the High School Main Office at 952-496-5152.

STATEWIDE TESTING



Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none">• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.• Majority of students take the MCA.• MTAS is an option for students with the most significant cognitive disabilities.	<ul style="list-style-type: none">• Based on the WIDA English Language Development Standards.• Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.• Majority of English learners take ACCESS for ELLs.• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS/Alternate ACCESS for ELLs

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

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____

Posted May 2019

EXTRA-CURRICULAR ACTIVITIES & ATHLETICS

Academic Policy for Eligibility

It shall be the policy of Independent School District No. 720 to encourage its students to participate in co-curricular activities in order to enhance their total education. Keeping in mind, however, that their academic progress toward graduation is of the prime interest, any student of Shakopee High School desiring to participate in a co-curricular activity must be making satisfactory progress toward graduation in order to be eligible for such participation.

Credits Summary for 2020-2021. Credit table will be updated yearly until 2023.

2020-2021	Credits to start	After 1st quarter	After 2nd quarter	After 3rd quarter
9th	0	3	6	10
10th	14	17	21	25
11th	20	24	28	32
12th	36	40	44	48

If a student does not follow this Shakopee High School credit plan, the student must be on track to graduate with their cohort.

At the beginning of each season:

- To participate in sports, clubs or activities, students need to be on track to graduate through the earning of credits. See chart above to determine eligibility to participate.
- Students who are academically ineligible for the season will be notified by the activities office.

During each semester:

- Shakopee teachers update grades bi-weekly.
- The Activities Office/Coaches/Advisors are to review this information weekly and students who have a failing grade(s) become temporarily ineligible to participate in contests until all grades are passing or they demonstrate commitment to improving their grades through an eligibility "ticket" available online or in the Activities Office.
- Students are expected to continue to participate in practice/rehearsal while improving their grades.

Activities – General Information

Shakopee High School has an extensive activities program. This includes athletics, band and vocal groups, clubs, drama, yearbook, speech, and academic competition teams. All students are encouraged to become involved in activities. Activities make high school both more enjoyable and more meaningful. All of these activities are under the direction of the Activities and Athletics Directors.

All activities, whether associated with the Minnesota State High School League (MSHSL) or not, will follow the rules for eligibility set down by the MSHSL. All activities will follow the rules for academic eligibility as set down by the school. Students wishing to become involved in an activity should listen for announcements, attend organization meetings and/or talk to the coach/director.

Join

Shakopee offers a variety of activities for High School students.

In order to participate in **athletics**, two things must be completed. The online registration must be submitted and the Activities Office must have a current sports physical on file for you. There is also a registration fee for 9-12th grade sports of \$150 that gets paid through the online registration system. Here is a list of all of our athletics-

Fall

Girls Volleyball
Boys & Girls Soccer
Girls Tennis
Girls Swim & Dive
Boys & Girls Cross Country
Football
Cheerleading
Adapted Soccer
Performance Dance

Winter

Boys Wrestling
Boys Swim & Dive
Boys & Girls Basketball
Boys & Girls Hockey
Dance
Cheerleading

Spring

Girls Softball
Boys Baseball
Boys & Girls Track & Field
Boys Tennis
Boys & Girls Golf
Boys & Girls Lacrosse
Adapted Softball

In order to participate in **Fine Arts or Instructional Competitive Activities**, only the online registration must be submitted. There is also a registration fee for these activities that gets paid through the online registration system. Here is a list of all of our activities that require registration along with their associated fees-

Band (\$85)	Knowledge Bowl (\$85)	DECA (\$150)
Choir (\$85)	Math League (\$85)	
Drama (\$85)	Robotics (\$150)	
HOSA-Health Occupations Students of America (\$85)	Speech (\$150)	

If a student participates in both Band and Choir, the \$85 is only paid once.

The Drama fee is paid by those only on stage with speaking roles, although we do ask that everyone participating registers. Drama participants must register for each production throughout the school year.

In order to participate in any other **activity or club**, no registration through the Activities Office is required. For the most accurate list of District approved clubs, please go to www.shakopeesabers.com.

Support

Shakopee also has free student admission to athletic and activity events! All students get into home events for free with a student ID. K-8th grade will need to attend with a paid adult, but 9-12th are allowed to come by themselves. Student IDs will be issued to every student in the district at the beginning of the school year. Until the current IDs come in, students may still get into games by using an ID from the previous year. If no ID is present, the student ticket fee is \$5. As always, children below Kindergarten get in for free. This is a great opportunity for students to come to games to support Shakopee!

Activity Participation and Attendance

To participate in and/or attend school activities, students must be in regular attendance during the school day. (See the Attendance Procedures for Students. Students who have an unauthorized absence during the day may not participate in activities after school.)

Students who are in an in-school or out-of-school suspension may not attend or participate in activities on the day(s) of the suspension.

If you have a question on an absence and activity participation, see your counselor, the Activities Director, or the Principal.

Spectator Expectations at Co-Curricular Events

- We welcome enthusiastic fans that come to watch the game/performance and encourage our team/performers. Good sportsmanship is our goal and our trademark.
- Please arrive at an appropriate time prior to the beginning of an auditorium event. If this is not possible, please enter quietly at an appropriate time, such as a scene change or after the first musical selection.
- Running, throwing candy, or horseplay, like grabbing hats or playing catch in crowded areas is both annoying and dangerous. Spectators that endanger themselves or others by their behavior will be ejected from the event.
- If you need to leave a performance, wait for an appropriate time and leave quietly using extreme care to not let the auditorium doors slam.
- We thank fans for patronizing our concession stand. Remember that rude behavior such as cutting in line or speaking rudely to those working there is not acceptable.
- Only **covered beverages** are allowed in the gymnasium. No food or beverages are allowed in the auditorium.
- Please refrain from loud behavior that would be distracting to the performers and the other audience members at fine arts activities.
- Applause is appropriate when music groups enter and exit the stage and after each selection during a musical performance. However, songs that have more than one movement do not require applause until the end of the final movement when the conductor steps off the podium. During theatrical performances, applause is appropriate at the end of scenes and acts, after songs (musical only), and at the end of the performance.
- Toys should be left at home. Game balls must be left at the gate.
- We expect spectators to address volunteers, supervisors and each other respectfully. Disruptive language has no place at Shakopee Saber activities.
- Firecrackers, smoke bombs or weapons of any kind are strictly prohibited at any District 720 activity. Violators may be subject to state and/or federal law.
- Banners and signs are not permitted, except those done by cheerleaders or those otherwise approved by school officials. Signs are to be designed to promote positive, enthusiastic support.
- Use of noisemakers, horns whistles or other artificial attention-getters is not permitted by the South Suburban Conference.

The Shakopee School District operates under a set of Community Values. Two of those values are responsibility and respect for others. We are asking that as a parent you review these values with your children before they attend any sports or fine arts activity.

Sportsmanship Expectations

Shakopee School District students are expected to demonstrate socially accepted behavior. Student participants in co-curricular activities represent the school in a very public manner, and thus student conduct is under close scrutiny. Because of their visibility and status as role models for younger students, proper conduct and abiding by school rules, Minnesota State High School League rules and local and state laws is expected of all students involved in co-curricular activities.

Students representing Shakopee High School are expected to conduct themselves in a manner that will not cause the school, parents, our community, any team/group or coaches/advisors embarrassment. This applies whenever the student is part of any activity, either athletic or non-athletic, before or after a contest/performance or practice, in transit to and from activities, or at any function associated with the activity. Parents, who are role models for their children, are also expected to display positive sportsmanship at all athletic contests. The South Suburban Conference has established a sportsmanship credo which ALL individuals are expected to follow.

Any acts of student misconduct may result in disciplinary action whether or not this misconduct is directly involved with a school event or activity. Students will be disciplined for misbehavior at both home and away events. The Minnesota State High School League's Code of Responsibility allows school authorities to discipline students for violation of League rules.

Disciplinary action may include: a conference with the coach/Activities Director/principal, a meeting with parents and possibly either suspension or dismissal from the team or activity. Other appropriate disciplinary action may be taken by the school administration. This could include detention, suspension, exclusion from school activities and/or expulsion.

In addition, coaches/advisors may establish their own specific policies. These policies should be presented to players and parents at the beginning of the season and are subject to the approval of the Activities Director.

Acceptable and Unacceptable Behavior Standards as Specified by the National Federation of State High School Associations

Acceptable	Unacceptable
Applause during introduction of players, coaches and officials.	Yelling or waving arms to distract or interfere, such as during an opponent's free-throw attempt.
Players shaking hands with an opponent who leaves a contest while both sets of fans recognize player's performance with applause	Disrespectful or derogatory yells, chants, songs, or gestures.
Accept all decisions of officials.	Booing or heckling an official's decision.
Cheerleaders lead fans in positive school yells in a positive manner.	Criticizing officials in any way; displays of temper with an official's call.
Handshakes between participants and coaches at the end of a contest, regardless of outcome.	Yells that antagonize opponents.
Treat competition as a game, not war.	Refusing to shake hands or give recognition for good performances.
Coaches/players search out opposing participants to recognize them for an outstanding performance or coaching.	Blaming loss of game on officials, coaches, or participants.
Applause at the end of a contest for the performances of all participants.	Laughing, waving arms or name-calling to distract an opponent, which may lead to ejection and further action.
Everyone showing concern for injured players, regardless of the team.	Use of profanity or displays that draw attention away from the game.
Encourage surrounding people to display only sportsmanlike conduct.	Doing individual yells instead of following the lead of cheerleaders.

State Tournament Dismissal (General Guidelines)

Students will be dismissed for state tournaments in which Shakopee teams or individuals participate. Dismissal procedures, times and deadlines will depend on each tournament and game time.

For the full Activities Handbook, please visit www.shakopeesabers.com.

Procedures found in this handbook are subject to change.

A website link will be handed out during Saber Time for students to sign after teachers review specific parts of the handbook.