

Madelia High School 2023-2024

Student Handbook



ISD 837 Website: www.madelia.k12.mn.us
507-642-3232

Introduction

We are so grateful that you are part of our team and part of the Madelia School District. We appreciate your being here. The mission of the Madelia Public Schools is to provide all students an educational foundation which consists of the mastery of core competencies that will empower them to become local and global citizens who are inspired to achieve lifetime success in a diverse and changing world. We intend to achieve this through practices based in research, and by aligning all resources to support learning. We use our mission statement as a guide in developing all aspects of the curriculum. Our district also operates under three strategic goals:

- 1) All learners and educators are engaged in safe and compassionate learning environments that foster collaborative relationships and their physical, social, and emotional well-being.
- 2) All learners are empowered to think critically, reflect, communicate, and achieve academic proficiency across all content areas.
- 3) All learners are empowered to identify their passions, skills, and purpose, set goals, and determine a personalized pathway to thrive and contribute responsibly to the local and global community.

These are accomplished through a balance of excellent broad-based academic, vocational, co-curricular programs that in themselves demonstrate accountability and flexibility necessary to meet the demands of today's world.

This handbook is intended to inform you of the rules, regulations, and activities of the school, thus enabling you to become a better citizen of your school. It will help you answer many of the questions you may encounter during the school year. Please be aware that it is your responsibility to become familiar with its contents.

We are extremely proud of our facility, learners, and educators. Working together we have accomplished many worthwhile goals. Our school is a great place to learn and enjoy your friends. We welcome you and wish you a prosperous and enjoyable school year.

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Important Information

Principal	Mr. Eric Martinez
Counselors	Mrs. Meghan Ward, Ms. Tara McCarron
High School Phone Number	507-642-3232
District Website	https://www.madelia.k12.mn.us/
Counselor's Office	507-642-3232; Select #3
EL Liaison	507-642-3232; Select #4

School Day for Students	8:05 a.m. - 3:02 p.m.
High School Office Hours	7:30 a.m. - 4:00 p.m.

Important Dates to Remember

Parent Teacher Conferences	October 4, December 11, March 14
Family Engagement Event	October 9
Teacher Workshop (No School)	September 29, October 18, November 10, January 15, January 26, February 16, March 28, April 19
Other Non-School Days	October 19-20, November 22-24, December 25 - January 2, February 19, March 29 - April 1, May 29
Education MN Days (No School)	October 19-20
End of Semester	January 25, May 31

Madelia High School

Student Handbook

It is not possible to put every contingency that may arise in a handbook. Those contingencies that arise that are not covered in the handbook will be at the discretion of the principal.

If you have questions regarding information found in the handbook, please contact the principal or counselor.

Section 1: Academics and Instruction

Class Membership Requirements:

Grade 10: a minimum of 4 credits

Grade 11: a minimum of 10 credits

Grade 12: a minimum of 18 credits and on track to graduate or a graduation plan for the current school year.

Grade classification does not mean that all requirements of the previous grade have been met. The number of credits earned by a student determines which grade a student is classified within the state reporting system.

Students must attend class meetings that correspond to their grade level classification.

Grading Scale:

A	93-100	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
B+	87-89	C+	77-79	D+	67-69	F	below

P = Passing with credit earned.

F = Failure with no credit earned.

Graduation Requirements:

Credits for graduation must be accumulated in grades 9-12. Pupils must satisfactorily complete a full year of work in the required course in grades 7 and 8.

The graduation credit requirements include:

- Earning 26 credits to graduate from Madelia Independent School District.

- Students must complete all state mandated testing requirements as well local testing requirements. Parents may opt out of the statewide assessments for their student(s) by completing the [Opt Out Form](#) and returning it to the school district office.
- Students not eligible for graduation do not take part in commencement exercises.
- Students attending a program outside of MHS may be allowed to participate in graduation commencement exercises with a certificate of attendance at the discretion of school officials.
- Foreign Exchange students associated with an official certified foreign exchange program may be allowed to participate in graduation commencement exercises with a certificate of attendance at the discretion of school officials.

Required classes:

Freshman	Sophomore	Junior	Senior
English	English	English/Speech	English
Social Studies	American History	World History	Economics
Geometry	Math	Math	U.S. Government
Science	Biology	Chemistry or Physics	
P.E./Health	P.E./Health		
Computer	Geography (9-12)	Probability and Statistics (10-12)	

One period class per year = 1 credit

Required Credits:

- 4 credits of English
- 4 credits of Social Studies
- 3 credits of Science
- 3 credits of Mathematics
- 1 credits of Physical Education
- 1/2 credit of Health
- 1/2 credit of Computer(required)
- 1 credit of Fine Arts (Band/Choir/Art)

All students must meet the requirements of an IEP (Individualized Education Plan), LEP (Limited English Proficiency), 504 Plan (a plan of information on accommodations for students with disabilities under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.), ILP (Individualized Learning Plan, designed to meet the student's needs with extenuating circumstances who do not qualify for an IEP or 504).

Section 504 Policy Statement:

It is the policy of the Madelia Board of Education to provide a free and appropriate education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Act (IDEA).

Due process rights of disabled students and their parents under Section 504 will be enforced. The counselor is designated as the coordinator for Section 504 activities.

Late Work:

For each subject area and class, students have up to one week to submit work. Teachers will determine the penalty for late work turned in during this time period. No work will be accepted after the one week grace period.

Extended time for special circumstances, IEPs, 504 Plans, etc. will be discussed with one or more of the following: student, parent, case manager, and/or staff member.

Incompletes:

Students have **two weeks** from the end of the quarter to make up incompletes. Classroom teachers will make the final decision to give students an incomplete for a class. Students who have been absent due to illness must have shown responsibility and effort in making up missed assignments before teachers will consider giving an incomplete. Students who have not yet met the Minnesota Academic Standards must have shown responsibility and effort in trying to achieve an understanding of the material before teachers will consider giving an incomplete. Students who do not complete the work required in the two weeks time limit may receive a failure or no credit. Students will be responsible to use their study time wisely so as not to get behind.

Repeating Classes/Failing Grades/Credit Recovery:

- Any senior high student who fails a required course for a term must repeat that class. Junior high students who fail will be reviewed on a case by case basis.
- Students may be required to complete summer school classes for credit recovery.
- A student who is failing a class/classes may be assigned to a specific room to bring class/classes up to a passing grade. Other interventions may be applied as needed to help that student become more successful in school.

Grading Definitions/Infinite Campus:

Definition of:

Late: Work was not on time; grade lowered

Missing: Work not turned in; can still be made up

Zero: Work cannot be made up or turned in

Final Exams:

One day may be set aside at the end of each term for final exams. Exams will be given during the normal block of time.

Honor Rolls:

High Honors	3.5 - 4.0
Honors	3.0 - 3.5

Honor roll will be calculated at the end of each grading term. Term grades will be placed on permanent records. Final term averages may vary from the honor roll list. Students with "High Honors" for a complete school year, or four consecutive report card periods, will be eligible to receive a school letter.

Honor Student:

Students who maintain a G.P.A. of 3.5 or better for grades 9, 10, 11, and the first semester of grade 12 will receive recognition at their commencement.

Valedictorian/Salutatorian:

The Valedictorian and Salutatorian will be determined at the end of the first semester based on their cumulative GPA rank and must be a full-time Madelia High School student (including full or part time PSEO enrollment). If there are multiple students with the same GPA rank at the end of semester one of their senior year, the total number of credits will be used as a tiebreaker. If more than one student has the same number of credits as well as the same GPA rank, the number of honor/college classes taken will be used to determine the Valedictorian/Salutatorian. If there are still more than one student with the same GPA rank, number of credits taken, and number of honors/college classes taken, those students will both receive the award. If more than one Valedictorian is named, following the above stated procedure, no Salutatorian will be awarded.

Schedule Changes:

Student schedule changes should be for sound educational reasons. Approval may require parent, teacher, counselor, and principal signatures.

Classes can only be changed during the three designated days prior to the start of the school year (except in the case of a teacher recommendation). Students must make an appointment with the school counselor to make schedule changes.

Second semester elective classes may be changed during the first two days of the second semester of the school year. Late schedule changes will not be accepted.

Online Classes: Students need to obtain permission from parent/guardian, principal and counselor to take an online course provided by the Madelia School District. Students are to complete the online agreement form. All eligibility and attendance rules apply for students taking an online course.

Parent/Teacher Conferences:

Conferences with teachers may be arranged at any time by contacting the teacher. Parents are urged to schedule conferences anytime they have concerns or suggestions regarding their children. Formal Parent-Teacher conferences are scheduled during the school year.

Section 2: Attendance

Learning experiences in the classroom are an integral part of the educational experience and there is a direct correlation between regular attendance and successful academic performance. Consistent attendance helps a student develop personal responsibility and self-discipline. Student absence from school should be limited to those instances that can not be avoided or are in the best educational interest of the student.

Attendance Policy:

Philosophy:

In accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law, Minnesota Statutes Section 120.10, the students of District No. 837 are REQUIRED to attend all assigned classes and/or study halls every day school is in session.

Madelia High School feels that school sponsored events and field trips conducted during the school day are an integral part of a well balanced curriculum and will not include absences resulting from these activities in the total number of 9 allowable days given, before credit in a class or classes is denied, unless the absence occurs without approval from all of the student's teachers. All other absences will count toward the 9 days total that is allowed per term unless there are extenuating circumstances. Based on the above data the following policy has been in effect for Madelia High School students since January 27, 1997.

Parents or guardians will be notified when their student has an unexcused absence. Parents will also be notified by mail when their student has their third and fifth excused absence in any one term.

Student Responsibility:

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to follow the correct procedures when absent from an assigned class. Therefore, it is also the student's responsibility to familiarize themselves with all the procedures governing attendance. Finally, it is the student's responsibility to request and complete all assignments missed due to an absence and to complete all assignments as specified on an assignment sheet prior to a school approved absence or a school sponsored activity.

Parent or Guardian Responsibility:

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

Teacher Responsibility:

It is the teacher's responsibility to take daily attendance and to inform students of the importance for regular attendance in each assigned class. It is the teacher's responsibility to familiarize themselves with all procedures governing attendance and to apply these procedures uniformly to avoid confusing the students. It is the teacher's responsibility to provide any student who has been absent with any missed assignments upon a student request for missed assignments and to provide assignments to be completed prior to a school approved absence. Finally it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to resolve any attendance problems that may arise.

Administrator Responsibility:

It is the administrator's responsibility to encourage students to attend all assigned classes. It is the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students. It is the administrator's responsibility to maintain accurate records on student attendance and to publish a list of the previous day's absences by period/day stating the status of each. (The administration will work with the staff to reduce field trips on school time and limit early dismissal for spring activities.) Finally, it is the administrator's responsibility to inform the student's parents or guardian of the student's attendance and to work cooperatively with them and the student to resolve attendance problems.

Attendance Recording:

Absentees must present a note from home explaining the absence or, if possible, parents/guardians are encouraged to call the school between 7:00 and 8:10 a.m. to inform the office of the reason for the absence. The school must receive a note or phone call no later than the day of the students return to school/class or the absence will be unexcused. The school has the authority to determine if the absence is excused or unexcused.

The principal's office will issue admit-assignment sheets to students indicating either authorized or unauthorized status. Missing more than 20 minutes of an assigned class will be recorded as one period of unauthorized absence. Each teacher will assign make-up work for missed assignments and sign this form when assigned work is completed. A school authorized absence will be recorded as unauthorized in the event an approved assignment sheet is not returned to the principal.

School Sponsored Activities:

Official school field trips or other school sponsored activities taken with prior approval will not be considered as an absence either authorized or unauthorized. A list of participants will be publicized a week prior to the event.

Assignment Sheet Processing Requirement:

The student must complete all assignments or make arrangements for completing assignments with each teacher.

"Authorized Absence" means that the work can be made up and credit will be received. The time still counts against the 9 allowable days per term for attendance.

"Unauthorized Absence" means that the work cannot be made up and no credit will be received for the work missed. The time still counts against the 9 allowable days per term for attendance.

School Authorized Absences:

When school authorized absences are pre-approved (A.-D.), the student will be given an assignment sheet by the principal's office to be filled in by their teachers. Failure to have the assignment sheet completed, work assignments complete and approved, and returned to the principal's office prior to this absence will result in changing a school authorized absence to unauthorized.

When an absence is for student illness or death or serious illness in the students immediate family (E.-F. below), make-up work or assignments that would be due are expected to be turned in. An assignment sheet will be given to the student upon return

to school. Students will have twice the amount of time absent to turn in make-up work. Example: for a one day absence, the student will have two days to turn in make-up work. Any work not completed within this period shall result in “no-credit” or a reduction of grade points.

Juniors and Seniors are allowed two days total to visit a post-secondary institution, if properly cleared through the counselor, without counting against their 9 days.

The following are examples of school authorized absences but still count toward the 9 days allowed per term for absence.

- A. Medical or dental treatments that cannot be scheduled before or after school
- B. Court appearances (must show court summons prior to absence)
- C. Vacations with one or both parents
- D. College visits (two days total for Juniors & Seniors as approved by counselor)
- E. Religious Holidays
- F. Student illness
- G. Death or serious illness in the student’s immediate family

Same Day Absence Activity Participation Policy:

Students absent due to illness for a half day or longer are ineligible to participate in a practice or a game that same day. Students must be in school by noon and be present the remainder of the school day in order to be eligible to participate in activities that day. Students leaving school at any time during the day due to illness are ineligible to participate in activities that day.

Students with an unexcused absence at any time during the school day are ineligible to participate in a practice or game that day. Students’ eligibility to participate in activities that day is not affected as a result of a non-illness-related excused absence.

Unauthorized School Absences:

All absences not authorized by the school are considered “unauthorized”. No credit for make-up will be allowed when an absence is classified as unauthorized, although the teacher may require the student to do missed assignments/procedures for reduced credit.

The following are examples of unauthorized absences:

- A. Unverified absences
- B. Truancy
- C. Unexplained “personal reasons”
- D. Family vacations during school time without prior arrangements
- E. Missing bus or ride because of oversleeping

- F. Problems with the car
- G. Shopping trips
- H. Employment outside the home.
- I. Work at home
- J. Missing more than 20 minutes from a class period

Also treated as unexcused absences subject to disciplinary action in accordance with the Madelia High School Policies and Procedures and the Pupil Fair Dismissal Act, Minnesota Statutes, Section 127.26.

Student Grade Status for Violation of Attendance Policy:

Credits withheld resulting from a violation of this policy will not be reflected in the students' GPA or cause the student to become ineligible for school activities.

Credits withheld for a particular term or course may be reinstated as per guidelines/modification by the Attendance Review Committee. (e.g. Good attendance for the following term.) When in violation of these guidelines/modifications the term of graduation, reinstatement of credits may not be given consideration and may cause the student not to qualify for graduation and/or take place in graduation exercises.

Attendance and Tardiness:

Students will not be dismissed from school for their own recreation and/or entertainment.

Students who were absent must present a note from home explaining the absence or, if possible, parents/guardians are encouraged to call the school between 7:30 a.m. and 8:05 a.m. to inform the office of the reason for the absence. The school must receive a note or phone call no later than the day of the student's return to school/class or the absence will be unexcused. The school has the authority to determine if the absence is excused or unexcused. Students will not receive credit for assignments missed due to unexcused absences. Teachers may require that assignments be completed but no grade will be given. The student may receive detention or suspension.

Excused Tardiness:

Students with legitimate reasons for being tardy should obtain an admit slip from the teacher of the class that caused them to be tardy. This slip will then serve as an excused tardy.

Unexcused Tardiness:

Any student who leaves the building without getting permission and signing out in the main office will be marked as truant/unexcused and upon returning to school may be

disciplined. No students will be allowed to leave the school building during school hours without permission. If an emergency should arise, the students must stop in the office for approval to leave the building. They must sign out in the office and sign in immediately upon their return. "Emergency" may include: Unexpected medical or dental problems, family emergency and illness. It does not include: family errands or personal business.

Tardies (number of)	Consequence
3	detention
6	Parent letter sent, 2 detentions
9	Parent letter sent, 3 detentions

Any further violations will be dealt with at the discretion of the principal.

Section 3: General Information

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Backpacks:

Backpacks should be stored in the student's assigned student locker. Backpacks may be allowed in the classroom at the discretion of the teacher due to special circumstances.

Building Security:

Students are not to be in the building outside of regular school hours unless they are authorized under the direction of an appropriate advisor/supervisor. Doors open at 7:30 a.m. and lock at 8:05 a.m. daily. All visitors and students who arrive outside of the regular school hours are required to check in at the office.

The building is closed on Saturday and Sunday unless special arrangements have been made with an advisor/supervisor.

Cell Phone/Electronic Devices (headphones, digital players, iPods):**7th and 8th Grade Students**

Students are not permitted to have cell phones during the day, however at the discretion of the teacher they may be used for educational purposes. Any phone that is out or heard (including a vibrating tone) may be confiscated for secure storage in the office. Phones can be picked up at the end of the school day and may not be picked up earlier. There are no exceptions.

Violators may be subject to detention. The principal has discretion to impose other consequences in cases of frequent abuse. The school reserves the right to impose other consequences in cases of frequent abuse. If a student is using a cell phone that does not belong to them, the standard consequences are enforced.

9th-12th Grade Students

Students are not allowed to have cell phones on during class time, however at the discretion of the teacher they may be used for educational purposes. Students may keep their cell phone on their person, in their car, or in their locker. Any phone that is out or heard (including a vibrating tone) may be confiscated for secure storage in the office. Phones can be picked up at the end of the school day and may not be picked up earlier. There are no exceptions.

The school reserves the right to impose other consequences in cases of frequent abuse. If a student is using a cell phone that does not belong to them, the standard consequences are enforced.

Class periods:

Hawk Time	8:05 - 8:20
Period 1	8:24 - 9:06
Period 2	9:10 - 9:52
Period 3	9:56 - 10:38
Period 4	10:42 - 11:24
Lunch	11:24 - 11:58
Period 5	11:58 - 12:41
Period 6	12:45 - 1:28
Period 7	1:32 - 2:15
Period 8	2:19 - 3:02

Directory Information:

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual. (See Policy #515)

Classroom Food and Beverages:

Students are not allowed to consume food or beverages in the classroom without proper authorization from the administration or classroom teacher.

Computer Use Safety and Rules:

- No eating and drinking is allowed in the computer room.
- Access to computers is allowed only when the teacher or another faculty member is in the classroom.
- Only classwork is allowed to be completed on computers.

District Technology Acceptable Use and Safety Policy:

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. (See Appendix D - Policy #524)

Our network is defined as any computer, software, input, or output device owned by or used by students, faculty, staff, and administration of the school district. All network users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines are expected of all district students, faculty, staff, and administration.

When using network resources:

- Keep your password private. Do not give it to anyone. This is for your protection.
- Your account is for your use only. Do not log anyone else into our system other than you. Again, this is for your protection.
- Use common sense with your network account and when printing documents. Please keep your network folder up-to-date and delete old or unneeded files. This ensures everyone has plenty of room on the file server. When printing, make sure to use print preview before sending a file to the printer. This will ensure that we do not waste toner, ink, and paper. In addition, please obtain permission from the teacher, computer lab supervisor, or Technology Coordinator prior to printing personal, non-academic documents.

In e-mail and other forms of electronic communications:

- Be polite. Do not be abusive in e-mail messages to others. School rules regarding harassment apply to electronic communication.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Protect your privacy. Never reveal your personal address or the home phone number of students or colleagues to unknown Internet users.
- Be aware that email is not guaranteed to be private. People who operate the system do have access to mail. There is no expectation of privacy when using e-mail or other internet services owned by the Madelia school district. In addition, messages relating to or in support of illegal activities will be reported to the authorities.

When using Internet services:

- Obtain permission from the teacher, computer lab supervisor, librarian, or technology coordinator prior to using the Internet.
- Use the Internet for academic purposes.
- Access sites that directly relate to the topic you are researching. Do not waste class time by researching sites not directly applicable to your research topic. In the instance that you accidentally come across a site of an inappropriate nature,

click the “Back” button on your web browser immediately and inform the teacher, computer lab supervisor, librarian, or Technology Coordinator.

There are unacceptable uses of our network, electronic mail, and the Internet. These include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright and other laws.
- Using the network in ways that violate school policies and behavior guidelines.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Wasting technology resources, including bandwidth, file space, and printers.
- Gaining unauthorized access to computerized resources or entities.
- Using an account owned by another user, with or without their permission.
- Posting personal communications without the author’s consent.
- Accessing web sites or propagating electronic mail discussions/documents that contain inappropriate photos, graphics, obscenities, swear words, or vulgarities.
- Accessing web sites or propagating electronic mail discussions that contain information/threats encouraging terrorist activity, the illegal use of firearms and/or other weaponry.
- Excessive use of network services for non-educational related research and/or communication.
- Use of IRC (Internet Relay Chat) Servers, more commonly known as chat rooms or instant messaging.

Consequences:

Consequences will be assessed to students who abuse internet and e-mail privileges. Infractions will be cumulative throughout the student’s career in each building. Students will get a “fresh start” when they move from the elementary school to the high school.

Network violations:

Instances where students disrupt school computer systems performance, access computer accounts other than their own, use district computer services for illegal activity, or other violations of this type - will be taken seriously and will be handled in a different manner than Internet e-mail violations. Consequence guidelines are as follows:

Student Internet/E-mail Consequence Table:

First Offense	Student will lose corresponding system privileges (Internet/Email) for 15 school days. Parents will be notified.
Second Offense	Student will lose corresponding system privileges (Internet/Email)

or 60 school days. Parents will be notified.

Third Offense Student will lose corresponding system privileges (Internet/Email) for 90 school days. Parents will be notified.

Fourth Offense Student will lose corresponding system privileges (Internet/Email) indefinitely at the discretion of the technology coordinator and building administrator. Parents will be notified.

Regaining Privileges: In order to regain network privileges, students must meet with the technology coordinator and the building administrator.

Network Consequence Table:

Each Offense Student will incur disciplinary actions that reflect the severity of the infraction. The disciplinary action will be determined by the building administrator and the technology coordinator.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students *are* expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the principal.

Field Trips/Class Activities:

Field trips are an extension of the classroom and provide an educational enhancement of the curriculum. Field trips offered as an educational enhancement will be open to all the students and students may not be excluded. While students are on a field trip all school rules and regulations apply. Students are representing Madelia High School and are expected to behave in an appropriate manner. Students must have parent/guardian permission to attend any field trips that are off school grounds.

There will be times when optional field trips are offered to students, these field trips are not necessarily connected to a course of study, or curriculum. These field trips are optional and fees may be charged to students. Students or parent/guardians may contact the principal if assistance is needed for fees to attend the field trip. Optional field trips are also subject to additional criteria such as student conduct and course grades. These will be determined at least three days prior to the field trip/activity. Students who are not eligible to attend the sponsoring teacher will consult with the principal and inform the student and contact the parents.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Principal. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day. A fundraising request form must be completed and submitted to the principal for approval before any fundraising activity may begin.

Fire Drills and Lockdowns:

The school will participate in the Minnesota Department of Education's required five fire drills, five lockdowns, and one tornado drill per year. All drills and lockdowns must always be carried out in a serious format. Instructions are posted in each classroom for evacuation.

Insurance:

The School District does not carry health or accident insurance on students. This is the responsibility of each individual family.

Lockers:

Lockers are the property of the Madelia School District and are on loan for student use. The administration has the right, under law, to search any student's locker at any time if they suspect that the student has violated or is violating either the law or school rules.

The school is not responsible for lost or stolen items. Students will be issued locks both in the hallway of the school and the locker room and are expected to use them. Students will be assessed a \$5.00 fee if they do not turn the lock in at the end of the year. Students must use the lock provided by school and are to use only the locker assigned by the office personnel. (See Policy #501 and Policy #502)

Lunch Regulations:

All food and beverages are to be consumed in the lunchroom, unless students have permission from a teacher or attending a club/activity meeting during lunch. Proper etiquette and positive behaviors are expected.

Lost and Found:

The school will make a reasonable effort to find lost or stolen items. However, the school does not assume the responsibility for any personal items. All thefts will be reported to law enforcement. Students should label personal belongings. The school has a designated lost and found bin for the students to claim belongings.

Lyceums:

During the course of the year we will have lyceums. During lyceums students are expected to display proper behavior. Students creating a disturbance will be removed immediately. A letter of reprimand will be sent to the parents of the student.

Nuisance Articles:

Students will not be allowed to disrupt the educational environment with any nuisance articles. A nuisance article is defined as any object that draws attention to another individual or interrupts the education of others. Examples include, but are not limited to laser pens, squirt guns, electronic games/applications, rubber bands, cards, fidget spinners, or other objects that disrupt the learning process. These items will be turned into the office for retention or pickup by a parent or guardian. The use of these objects may lead to disciplinary action. Refusal to turnover the device or item will result in immediate suspension.

Pledge of Allegiance:

The weekly recitation of the Pledge of Allegiance is a state law for Minnesota Public Schools. The students will be educated on the proper etiquette toward, the correct display of, and respect for the flag and in patriotic exercises. The students and staff have the right to refrain from participation if they choose. However, the rights of others choosing to participate should also be respected. (See Appendix D - Policy #531)

School Closings:

Should weather or other emergencies prohibit holding school, pupils will be notified through the Radio Stations KSUM/KFMC (1370-Fairmont), KNUJ (107.3-New Ulm), WCCO (830 AM), Z99 (99.1 FM-Mankato), KBEW (Blue Earth), and KSTP TV (CHANNEL 5), KEYC TV, KARE 11, WCCO (CHANNEL 4), and MCTV (CHANNEL 14). Announcements will be made at the earliest possible hour. Students are requested

not to call the school for this information unless absolutely necessary as phone lines need to be free for emergency information. School notifications will be made using the *Campus Messenger* messaging system.

School Parking Lot/Automobiles

Students should park in the west parking lot. Cars are not to be driven or occupied during school unless permission is granted from the principal or designee. Violators will be disciplined and may be turned over to Madelia Police Department. Please note that a 5 MPH speed limit has been posted on the school grounds. We ask that you do not park on the lawn in the center island in front of the school at any time. School officials may conduct routine patrols of student parking lots and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without consent and without a search warrant.

The school administration has the right under the law to search the interior of a student vehicle, including the glove and trunk compartments if they have reasonable suspicion the student is violating or has violated the law or school rules.

Searches in Lockers, Desks, Personal Possessions, and the Student's Person:

The purpose of the policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband. (See Appendix D - Policy #502)

Telephone Calls:

A payphone is located outside of the main office for student use. Teachers and pupils will not be called out of class unless the call is in the nature of an emergency. We urge everyone to limit telephone messages and calls to those that are extremely important or of an emergency nature.

Section 4: Student Conduct

Bullying Prohibition Policy:

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented.

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. (See Appendix D - Policy #514 and for further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.)

Cheating Definition/Policy:

Definition: Cheating on a test through the use of concealed answers or copying the work of another student; unauthorized copying of an assignment or sharing information about an assignment, test, or falsifying records; constitutes cheating. Cheating will not be tolerated at Madelia High School. Consequences may include one, or any combination of the following: loss of credit for work in question; detention or suspension. The student may be suspended from extracurricular activities. The student's parents will be notified in all situations involving cheating.

Student Dress:

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. The school dress code is not concerned with what the student should wear, but what is considered improper. This applies to both males and females.

- No caps or outdoor jackets/coats worn in the building after the beginning of the school day and prior to dismissal for the day.
- No offensive tee shirts or articles of clothing that promote violence or that is vulgar.
- No short skirts or shorts – length must be at the end of the student's fingertips.
- No low-cut tops that expose excessive cleavage/chest.
- Tops/shirts/blouses should cover all undergarments, including bra straps.
- No backless tops or shirts (i.e. that do not cover the back entirely).
- No see-through clothing.
- No short tops that would result in bare midriffs.
- No halter or tube tops.
- No spaghetti-strap tops. Straps must be at least ½ inch wide.
- Pants, shorts and skirts shall not be worn in a manner that result in exposed undergarments. Pants waist line are not to be worn below the hip level and shall not drag on the ground.
- Students are expected to wear shoes at all times in the building for both hygiene and for safety reasons.
- Clothing and jewelry must not promote tobacco products, alcohol, marijuana, or other chemicals.
- No dangerous or unsafe articles.
- Any other items deemed inappropriate by the administration.

Section 5: Student Discipline

Discipline Policy:

The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. (See Appendix D - Policy #506)

When necessary Madelia High School will use progressive discipline when consequences are necessary for student conduct. More severe consequences will be assigned for repeated offenses. Additionally, Madelia High School believes in a proactive approach to student discipline that will employ restorative practices at the discretion of the principal. Restorative practices is an alternative to disciplinary actions that focus on resolving conflict, repairing harm, and healing relationships.

The Five R's of Restorative Practices

- Relationship
- Respect
- Responsibility
- Repair
- Reintegration

To the extent possible the principal may decide to employ restorative practices in lieu of traditional disciplinary actions. Restorative practices will not be used in all actions and in all situations. The principal will determine when disciplinary actions may constitute the use of restorative practices.

Removal of Students from Class:

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from

class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Students removed from class for unacceptable behavior must report directly to the office. A notice will be sent to parents. Unacceptable behavior includes:

- Willful conduct which materially and substantially disrupts the rights of others to an education.
- Willful conduct which endangers others or property.
- Willful violation of any rule of conduct specified in the discipline policy.

After the second incident of a student being removed from a class, the student will become ineligible for his or her next activity contest. Each subsequent incident will also result in a suspension of one activity contest. (See Appendix D - Policy #506)

Suspension (Reasons):

- Disrespect to teachers or any school employee.
- Destroying school property.
- No student shall possess, consume, or have consumed alcoholic beverages while in the school building, on the school grounds, or at an activity. The policy applies to all students regardless of age.
- Possession or use of tobacco on the school grounds, during the school day or at extracurricular activities.
- A student shall not use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug, during the school day on school grounds.
- Activities inside or outside the school which adversely influence the discipline of the school.
- Improper driving of a vehicle during the school day, at school events or on school property.
- Habitual truancy, tardiness or unexcused absence.
- Weapons of any nature. (See Appendix D - Policy #501)
- Failure to serve detention, assault or fighting. Corrective behavior classes may be assigned.

A school discipline policy (K-12) as required by the Minnesota Legislature has been adopted by the Board of Education. This policy shall govern the disposition of disciplinary cases. (See Appendix D - Policy #506)

Insubordination:

Defined as unprovoked verbal or physical abuse, refusal to obey a reasonable request, or intentional display of disrespect toward others. Including acts against other students. Refer to the discipline form regarding insubordination. Violators will be suspended from school. (See Appendix C.)

Discipline Violation and Penalty:

Violation	Penalty
Alcohol Violation	3 day suspension; parent conference; authorities notified
Detention Violation - 2 misses in a row	1 day suspension
Drugs	3 day suspension; parent conference; authorities notified - first offense
Failure to Identify Self	Turned over to authorities
Fighting/Assaults/Disruptions	3 day suspension minimum; parent conference; Authorities notified
Harmful or Nuisance Articles	Verbal warning, suspension, parent conference, items removed
Insubordination, Open Defiance, Verbal Assaults	Suspension, parent conference,
Language or Behavior Offensive to Others	Suspension, parent conference
Physical Assault/Dangerous Threats	3 day suspension minimum; turn over to authorities, possible expulsion, exclusion
Physical Harm or Bodily Injury	Parent Conference
Religious, racial, sexual harassment	Warning, suspension, exclusion, expulsion, transfer, remediation, termination, discharge, turn over to building administration.
School Disruptions/Sent out of or removed from the Classroom	1st offense - Conference with principal; 2nd offense - Conference with principal, parent, student - discipline may be assigned; 3rd offense - 1 day suspension, but not limited; Any further violations - may receive further discipline and/or removed from class with no credit earned

Theft	Replace item or money, turn student over to authorities, other disciplinary action
Tobacco/Vaping	Tobacco education classes or 2 day suspension, authorities notified
Traffic Safety	Report to building administrator or authorities; possible loss of privileges
Truancy and Unauthorized Absences	Penalty days against attendance; reported to authorities, time made up with detention
Unauthorized Entry	Reported to the authorities
Unauthorized Use of Vehicle (Madelia H.S. Regs. #6)	Detention
Vandalism	Pay for damages, turn over to building administrator and the authorities, possible suspension
Weapons	Automatic Suspension/expulsion, turn over to the authorities, parent conference, follow State of MN "Zero Tolerance" Policy
Willful Conduct Disrupting the Educational Rights of Others	Removal from class.
Willful Conduct Which Endangers Others	Suspension, parent conference

Discipline Violations/Penalties: 2016-2017/Discipline Violations/Penalties 2015-2016

Detentions and suspensions will be served at the discretion of the principal.

Truancy Camp may be used in lieu of disciplinary action with mutual consent of the parent/guardian and the principal.

Failure to serve any of the above as assigned will result in further disciplinary measures at the discretion of the principal. Any items not listed above will be at the discretion of the administration.

Section 6: Student Services

Advisor:

Each grade level will be assigned a faculty member as a contact person. The grade level Hawk advisor will conduct class meetings, collect fees, and direct grade level activities.

Guidance Services:

In-school guidance services are available to all students. The school counselor will assist students with college and career planning, post-secondary choices, personal and social concerns, and set up college visits. Information regarding financial aid for post-secondary opportunities, study skills, and referrals to outside agencies will be provided.

Health Services:

A part-time nurse is available to students on-site, by phone, or email. No student should leave school if they are ill or have been injured without first consulting with the school nurse, principal or designee.

Medical Exams and Excuses:

Students must have a physical exam every 3 years in order to participate in athletics, beginning in grade 7. If a student is injured and consults a doctor, the doctor must sign a permission slip in order for that student to resume participation in class or activities. Students unable to participate in Phy. Ed. due to medical restrictions need to have the restrictions verified by a doctor.

Medication:

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse or trained designee will administer prescribed medications in accordance with law and school district procedures.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual - Policy #516. For consent forms refer to the district website under the parent tab - medication guidelines.

Homework Assistance:

After school and evening homework assistance will be provided to students who are in need of extra academic support. The schedules for the work times and locations will be provided to all students.

Section 7: Food Services

Food Service Information: Lunch Prices, applications for Free and Reduced breakfast and lunch, and menus Can be found on the district website at <http://www.madelia.k12.mn.us> under the schools tab - food service - quick link sections.

Meal Charge Policy: For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual - Policy #516.

Section 8: Transportation

Bus Rules:

Each bus rider should be responsible for his or her conduct. Refer to the School Bus Discipline Policy and review expectations for all. Children who violate bus discipline rules may be prohibited from riding the bus. Parents/Guardians will then be required to arrange for the child's transportation to and from school (See Policy #709)

Transportation to Out-of-Town Activities & Practices:

Students are not allowed to drive cars or ride with others to out-of-town events in which they are participants. Students may ride home with their parents if proper authorization forms have been signed by parent/guardian. Violators may be disciplined.

Section 9: District Information

Employment Background Checks:

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete “Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees” policy (*Appendix 2*).

Annual Asbestos Notification:

Refer to <http://www.madeliak-12.mn.us> for detailed information. Select the District Information tab - District Reports - Annual Health and Safety Notification Reports.

COVID 19 - Face Coverings: See Appendix D - Policy #808.

Indoor Air Quality:

Refer to <http://www.madeliak-12.mn.us> for detailed information. Select the District Information tab - District Reports - Annual Health and Safety Notification Reports.

Notice Concerning Use of Pest Control Materials:

Refer to <http://www.madeliak-12.mn.us> for detailed information. Select the District Information tab - District Reports - Annual Health and Safety Notification Reports.

Notice Concerning Lead Testing:

Refer to <http://www.madeliak-12.mn.us> for detailed information. Select the District Information tab - District Reports - Annual Health and Safety Notification Reports.

Student Disability Nondiscrimination:

See Appendix D - Policy #521.

Student Parent Rights Under FERPA:

See Appendix D - Policy #515.

Title IX Sex Nondiscrimination Policy:

See Appendix D - Policy #522.

Section 10: Extra-Curricular and Co-Curricular Activities

Athletic Contest Fan Expectations:

During Football games the area behind team benches between the 30 yard lines and the bleachers will be roped off with that area free of any spectators and only occupied by cheerleaders. During volleyball and basketball games the concession stands will be closed except for between games and at half-time. Students are encouraged not to

leave the bleacher area except when the ball is not in play or is not immediately ready for play.

Extra-Curricular Activities:

Please review the activities/athletic handbook for specific details related to extracurricular activities. The activities/athletic handbook is found on the school website at <http://madelia.k12.mn.us> under the Schools tab - Junior/Senior High - Activities/Athletic Handbook.

Eligibility Rules:

Madelia High School Activities/Athletics are subject to all rules of the Minnesota State High School League and those adopted by the Madelia High School Board of Education. Some of the important rules with which a student should be concerned are as follows:

- A. Activities require proper rest at night. Any special training hours may be set up at the discretion of the director. It is a good habit to get in at a reasonable time every night, including weekends, so participants are well rested for the next week of participation.
- B. Profanity shows the inability to express oneself. Continued use of profanity will bring about a suspension at the discretion of the director.
- C. The following will apply to MHS students in grades 7-12 who are involved in an activity and are failing a class/classes at the end of each 4 ½ week interval: At the end of ten academic days of the ineligibility period beginning the first academic day of the next grading period, academically ineligible students participating in activities will be re-evaluated in all classes to determine if they are currently passing. If they are passing at that time they will become eligible and will be allowed to participate in activities immediately.
- D. Student activity ineligibility status for athletic contests based on 4th quarter failure of one or more courses will extend into the next school year from the first day of fall program practice through the 10th school day of the 1st quarter. Academically ineligible students may become eligible for contests at that time providing they are passing all 1st quarter courses. Students may become eligible at any time following the 10th school day upon passing all courses for the remainder of each quarter. Academically ineligible students are expected to participate in all practices, contests, and program activities during their ineligibility period. Teachers, coaches, and administration may provide for academic progress remediation sessions as needed during the academic recovery period.
- E. Student participation and completion of course work during summer school does NOT impact sports eligibility for the fall. Students may work to finish an incomplete during the summer, based on teacher and administration approval. If

the student successfully completes the necessary work to pass the course, that class would not impact fall eligibility.

F. Any unexcused absence from class will result in suspension from the next activities event. Being dismissed from class because of behavior will be considered an unexcused absence. After the second incident of a student being dismissed from class the students will become ineligible for his or her next activity contest. Each subsequent incident will also result in a suspension of one activity contest.

F. Any behavior or action considered to be detrimental to the activities program by the Activities Council, will result in the violator appearing before the Madelia High School Activities Council to decide his/her future in the activities program.

G. The following rules shall apply during the entire year (12 month):

1. The penalty for possession/consumption of alcohol, tobacco, and possession/consumption of the mood altering chemicals will be:

1st Violation: After confirmation of the first violation, the student shall lose eligibility for no fewer than a total of one-third of the season or season's scheduled Minnesota State High School League interscholastic contests and other specified extra-curricular activities in which the student is a participant.

2nd Violation: After confirmation of the second violation, the student shall lose eligibility for no fewer than one-half of the season or season's scheduled Minnesota State High School League interscholastic contests and specified extra-curricular activities in which the student is a participant.

3rd Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility for no less than a total of a full season's scheduled Minnesota State High School League interscholastic contests and other specified extra-curricular activities in which the student is a participant.

If after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks after entering program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

H. Sexual harassment is a form of sex discrimination which violates Section 503 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minn. Statutes Sections 363.01-.14, the Minn. Human Rights Act.

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 sexual nature. Sexual harassment is illegal and may or may not be criminal activity.
2. Sexual harassment may include but is not limited to:
 - a. verbal, written/graphic harassment or abuse;
 - b. subtle pressure for sexual activity;
 - c. inappropriate patting or pinching;
 - d. intentional brushing against the individual's body;
 - e. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - f. demanding sexual favors accompanied by implied or over promises of preferential treatment with regard to an individual's employment or educational status;
 - g. any unwelcome touching of a sexual nature.

Sexual violence is a physical act of aggression that involves the touching of another's intimate parts, either above or underneath the other person's clothes, or forcing another to touch one's intimate parts, either above or underneath one's clothes. Intimate parts, as defined in Minn. Statutes 1990, Section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast of a human being. Sexual violence is a criminal activity.

Penalty: Same as for tobacco, alcohol, and mood altering chemicals. (Refer to Part F and Activities Policies Handbook, Part F.)

I. Penalties set for violation of Madelia School District rules, regulations, and policies are a minimum standard. Coaches and activity advisors reserve the right to expand penalties and he or she sees appropriate to individual athletic and activity programs.

Penalties shall be accumulated beginning with the student's first participation on a high school team or activity-beginning with junior high-and continuing throughout the student's high school career.

Specified Extra-Curriculars: One-Act Play, Speech, Choir and Band small and large groups

Non-Minnesota State High School League Activities: Non-athletic activities that are not covered by Minnesota State High School League rules will be sanctioned by the

respective advisors with administrative approval. Students will be informed of the eligibility criteria by the advisor of that particular activity.

Homecoming Royalty: To be eligible to participate as a candidate for Homecoming royalty a student must be free from any violations pertaining to mood-altering chemicals, alcohol, or tobacco from the last student day of the previous school year until the end of the Homecoming week. A student may be disqualified at the discretion of the administration from participation as a candidate for homecoming royalty if he/she is involved in any criminal activity.

National Honor Society:

Requirements are at least a G.P.A. of 3.30. The selection process is based upon the characteristics of scholarship, leadership, service, and character. Please note that each of these areas is given equal consideration when selections are made for the membership. Selections and induction will be held in the fall of each school year. (Contact the advisor for more information.) Any act by a candidate or current member of the NHS chapter that would discredit the integrity of the chapter may be grounds for immediate dismissal of the member based on the severity of the act. The decision will be made by the Madelia NHS Faculty Council.

Section 11: Appendices

Appendix A: 2023-2024 School Calendar

Use the [link](http://madelia.k12.mn.us) to open the 2023-2024 school calendar or go to the district website (<http://madelia.k12.mn.us>) under the District Info tab - School Year Calendar 2023-2024.

Appendix B: MN Immunization Law

The Minnesota Immunization law requires that a parent must show their child has received immunizations, or provide an exemption form, to enroll a child in child care, early education programs or school.

Appendix C: Discipline Referral Form

Use the [link](#) to open the discipline referral form being utilized in the high school. You can obtain a paper copy from the high school office.

Appendix D: Policy

Policy #102 Equal Education Opportunity

I. PURPOSE - The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY -

A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

D. It is the responsibility of every school district employee to comply with this policy conscientiously.

E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an injury or a complaint should be referred to the superintendent.

Policy #413 - Harassment and Violence

- I. PURPOSE - The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY -

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

B. A violation of this policy occurs when any student, teacher, administrator,

or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #419 - Tobacco-Free Environment

I. PURPOSE - The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY -

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #501 - Weapons

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

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

III. DEFINITIONS - A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

“School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

“Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #502 - Search of Student Lockers, Desks, Personal Possessions and Student’s Person

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

- A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

- B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #506 - Student Discipline

I. PURPOSE - The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY - The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #514 - Bullying Prohibition Policy

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by 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.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #515 - Protection and Privacy of Pupil Records (FERPA)

- I. PURPOSE - The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.
- II. GENERAL STATEMENT OF POLICY - The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #520 - Student Surveys

- I. PURPOSE - Occasionally the school district utilizes surveys to obtain student opinions and information about students. This policy establishes the parameters of information that may be sought in student surveys.
- II. GENERAL STATEMENT OF POLICY - Student surveys may be conducted, as determined necessary, by the school district. The superintendent or designee may refuse to permit a survey to be conducted based on the alignment of the survey to the mission of the district and the impact the administration of the survey would have on the students' instructional day. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #521 - Student Disability Nondiscrimination

- I. PURPOSE - The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- II. GENERAL STATEMENT OF POLICY -

A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

B The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR - Persons who have questions or comments should contact the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator. Meghan Ward serves as the Title IX Coordinator, Human Rights Officer and 504 Coordinator for the Madelia School District. Ms. Ward can be contacted in person at Madelia High School, phoned at 507-642-3232 extension 202 or emailed at meghanward@isd837.org.

Policy #522 - Title IX Sex Nondiscrimination Policy

I. GENERAL STATEMENT OF POLICY -

A. The Madelia School District does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does

not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinators are: Meghan Ward, School District Counselor Madelia H.S., 320 Buck Avenue SE, Madelia, MN 56062 507-642-3232 meghanward@isd837.org Tara McCarron, School District Counselor Madelia Elementary, 121 East Main Street, Madelia, MN 56062 507-642-3234 taramccarron@isd837.org Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinators, the Assistant Secretary for Civil Rights of the United States Department of Education, or all three.

E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #524 - District Technology Acceptable Use and Safety Policy

I. PURPOSE - The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY - In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #526 - 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 -
 - A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
 - B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
 - C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
 - D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
 - E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
 - F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
 - 1. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
 - 2. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.
 - 3. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
 - G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
 - H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
 - I. 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.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #531 The Pledge of Allegiance

- I. Purpose - The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.
- II. General Statement of Policy - Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:
 - A. By each individual classroom teacher or the teacher's surrogate; or
 - B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.
- III. Exceptions - Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.
- IV. Instruction - Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #620 - Credit for Learning

- I. PURPOSE - The purpose of this policy is to recognize student achievement which occurs in other schools, in alternative learning sites, in Post-Secondary Enrollment Options, in advanced enrichment programs, through demonstrating mastery of applicable subject matter, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY - It is the policy of the school district to develop and provide processes and procedures by which students may meet a graduation requirement from the course description, whether the school district offers the course in its curriculum or the student accomplishes the work in another learning environment. The school district will provide a process for transfer of courses completed in another Minnesota school district, recognition of work completed in other schools and post-secondary institutions, credit for courses achieved in extracurricular activities, activities outside the school, previous learning, and community work experiences. The school district will comply with requirements of the law for students in grades 9-12 to earn course credit by a formal assessment. The school district may allow students to receive credit for rigorous course completion in lieu of the course that includes the standards.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #709 - Student Transportation Safety Policy

- I. PURPOSE - The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

For further information, refer to the district website at <http://www.madelia.k12.mn.us> under the district tab - district reports - school board policy manual.

Policy #808 - COVID-19 Face Coverings Policy

- I. PURPOSE - The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

II. GENERAL OF STATEMENT OF POLICY -

A. The policy School District 837 is to comply with Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.

B. Face coverings are meant to protect other people in case the wearer does not know they are infected.

C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.

D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

III. DEFINITION OF FACE COVERING -

A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:

1. Paper or disposable mask;
2. Cloth face mask;
3. Scarf;
4. Neck gaiter;
5. Bandana;
6. Religious face covering; and
7. Medical-grade masks and respirators

B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.

C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING -

A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

B. A face shield may be used as an alternative to a face covering in the following 10 situations:

1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.

2. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.
3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.

C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:

1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;
2. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities should maintain six feet of distance to the extent possible;
3. During activities, such as swimming or showering, where the face covering will get wet;
4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
5. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
6. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
7. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities should maintain six feet of distance to the extent possible;
8. When required by school staff for the purposes of identification;
9. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;
10. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or
11. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

V. IMPLEMENTATION -

A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.

B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.

C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.

D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The superintendent or building principal shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.

E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct.

F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE -

A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.

B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.

C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning. D. The school district may, in its discretion, report violators of this policy to law enforcement. Any individual who willfully violates Emergency Executive Order 20- 81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

Appendix E: Parent/Guardian Refusal for Student Participation in Statewide Assessments

Appendix F: Legal References and Cross References

LEGAL REFERENCES - Minn. Stat. §120B.02 (Educational Expectations for Minnesota's Students) Minn. Stat. §120B.02 (Graduation Requirements; Course Credits) Minn. Stat. §120B.07 (Early Graduation) Minn. Stat. §120B.11 (School District Process) Minn. Rule Parts 3501.0010 to 3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading) Minn. Rule Parts 3501.0200 to 3501.0290 (Rules Relating to Graduation Standards - Written Composition) Minn. Rule Parts 3501.0505 - 3501.0635 (K-12 Standards) 20 U.S.C §6301, et.seq. (No Child Left Behind Act) Minn. Stat. 121A.11, Subd. 3 (Pledge of Allegiance) U.S. Const., amend. IV Minn. Const., art. 1, 10 New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733, 83 L.Ed.2d 720 (1985) Minn. Stat. 127.47 (school locker policy) Minn. Stat. 127.26-127.39 (Pupil Fair Dismissal Act) Minn. Stat. 127.282 (expulsion for possession of firearm) Minn. Stat. 127.48 (referral to police) 18 U.S.C. 921 (definition of firearm) Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 120A.05, Subds. 9,11,13, and 17 (Definition of Public School) Minn. Stat. § 120B.232 (Character Development Education) Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence) Minn. Stat. § 121A.031 (School Bullying Policy) Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act) Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69 (Hazing Policy) Minn. Stat. § 124D.10 (Charter School) Minn. Stat. Ch 363A (Minnesota Human Rights Act) 20 U.S.C. § 1232g et seq.(Family Educational Rights and Privacy Act) 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

CROSS REFERENCES - MSBA/MASA Model Policy 104 (School District Mission Statement) MSBA/MASA MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure) MSBA/MASA Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodations and LEP Students) MSBA/MASA MODEL Policy 616 (School District System

Accountability) MSBA/MASA Model Policy 417 (Chemical Use/Abuse) MSBA/MASA MODEL POLICY 418 (Drug-Free Workplace/Drug-Free School) MSBA/MASA Model Policy 501 (School Weapons) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Service Manual, Chapter 6, District Education Program (A-11: Student Suspension, Exclusion and Expulsion) MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees) MSBA/MASA Model Policy 413 (Harassment and Violence) 38 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse) MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults) MSBA/MASA Model Policy 423 (Employee-Student Relationships) MSBA/MASA Model Policy 501 (School Weapons Policy) MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 507 (Corporal Punishment) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records) MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination) MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination) MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy) MSBA/MASA Model Policy 525 (Violence Prevention) MSBA/MASA Model Policy 526 (Hazing Prohibition) MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students) MSBA/MASA Model Policy 709 (Student Transportation Safety Policy) MSBA/MASA Model Policy 711 (Video Recording on School Buses) MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)