

# PIERZ HEALY HIGH SCHOOL



## STUDENT- PARENT HANDBOOK

**2021-2022**

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# **DISTRICT 484 VISION STATEMENT**

**The School Board and employees of School District 484 work in unity to build an extraordinary learning experience for our children.**

*We pledge to provide quality facilities and instructional practices that provide success in academic achievement and life skills.*

*We work in partnership with students, parents and community to continue our tradition of success, hard work and respect.*

## **Pierz Students will:**

- **Read across all curricular areas for comprehension and application of information.**
- **Implement critical thinking skills to solve complex problems.**
- **Show technology competence through research design and presentation.**
- **Demonstrate purposeful and creative communication skills in speeches, writing, projects and performances.**
- **Respect all people, all resources and model responsible citizenship.**
- **Be accountable for personal performance and embrace the value of self-improvement of mind and body.**

# CALENDAR

## 2021-2022 SCHOOL CALENDAR

August 25/26	Teacher Workshop
August 30-31	Open House – Teacher Workshop
September 1	Teacher Workshop
September 6	No School – Labor Day
September 7	School Begins
September 13	Kindergarten Begins
September 13	School Readiness begins – Mon/Wed class sections
September 14	School Readiness begins – Tues/Thurs class sections
October 8	No School – Teacher Workshop
October 13	High School - Parent Teacher Conferences
October 18 - 19	Pioneer Elementary - Parent Teacher Conferences (Gr. K-6)
October 21 - 22	No School – Professional Days (MEA)
November 8	No School – Teacher Workshop
November 25 - 26	No School – Thanksgiving Break
December 10	(Early Release) - Teacher Workshop
December 15	High School - Parent Teacher Conferences
December 24 – Jan. 1	No School – Winter Break
January 3	School Resumes
January 21	No School – End of 1 <sup>st</sup> Semester – Teacher Workshop/Grading
January 24	No School
February 4	(Early Release) - Teacher Workshop
February 14 - 15	Pioneer Elementary - Parent Teacher Conferences (Gr. K-6)
February 18 - 21	No School – Presidents Day Break
March 7	No School – Teacher Workshop
March 9	High School - Parent Teacher Conferences
March 25	No School – Teacher Workshop
April 15-18	No School – Easter Break
May 27	Last Day for Seniors ONLY – Graduation 7:00 p.m.
May 27	Last Day of School for School Readiness/Kindergarten
May 30	No School – Memorial Day
June 2	(Early Release) - ½ Day of School – Teacher Grading

## 2021-2022 Healy Daily Bell Schedule

2021-2022 Healy Bell Schedule								
A Lunch 7-8			B Lunch 9-12			C Lunch 9-12		
Period 1	8:14 - 9:03	(49 mins)	Period 1	8:14 - 9:03	(49 mins)	Period 1	8:14 - 9:03	(49 mins)
Period 2	9:07 - 9:56	(49 mins)	Period 2	9:07 - 9:56	(49 mins)	Period 2	9:07 - 9:56	(49 mins)
Period 3 PIONEER TIME	10:00 - 10:25	(25 mins)	Period 3 PIONEER TIME	10:00 - 10:25	(25 mins)	Period 3 PIONEER TIME	10:00 - 10:25	(25 mins)
Period 4	10:29 - 11:18	(49 mins)	Period 4	10:29 - 11:18	(49 mins)	Period 4	10:29 - 11:18	(49 mins)
Lunch	11:18 - 11:43	(25 mins)	Period 5	11:22 - 11:45	(23 mins)			
Period 5	11:47 - 12:36	(49 mins)	Lunch	11:45 - 12:10	(25 mins)	Period 5	11:22 - 12:11	(49 mins)
			Period 5	12:10 - 12:36	(26 mins)	Lunch	12:11 - 12:36	(25 mins)
Period 6	12:40 - 1:29	(49 mins)	Period 6	12:40 - 1:29	(49 mins)	Period 6	12:40 - 1:29	(49 mins)
Period 7	1:33 - 2:22	(49 mins)	Period 7	1:33 - 2:22	(49 mins)	Period 7	1:33 - 2:22	(49 mins)
Period 8	2:26 - 3:15	(49 mins)	Period 8	2:26 - 3:15	(49 mins)	Period 8	2:26 - 3:15	(49 mins)

## 2021-2022 2-Hour Late Bell Schedule

2021-2022 2-Hour Late Bell Schedule								
A Lunch 7-8			B Lunch 9-12			C Lunch 9-12		
Period 1	10:14 - 10:50	(36 mins)	Period 1	10:14 - 10:50	(36 mins)	Period 1	10:14 - 10:50	(36 mins)
Period 2	10:54 - 11:30	(36 mins)	Period 2	10:54 - 11:30	(36 mins)	Period 2	10:54 - 11:30	(36 mins)
Lunch	11:30 - 11:55	(25 mins)	Period 4	11:34 - 12:10	(36 mins)	Period 4	11:34 - 12:10	(36 mins)
Period 4	11:59 - 12:35	(36 mins)	Lunch	12:10 - 12:35	(25 mins)	Period 5	12:14 - 12:50	(36 mins)
Period 5	12:39 - 1:15	(36 mins)	Period 5	12:39 - 1:15	(36 mins)	Lunch	12:50 - 1:15	(25 mins)
Period 6	1:19 - 1:55	(36 mins)	Period 6	1:19 - 1:55	(36 mins)	Period 6	1:19 - 1:55	(36 mins)
Period 7	1:59 - 2:35	(36 mins)	Period 7	1:59 - 2:35	(36 mins)	Period 7	1:59 - 2:35	(36 mins)
Period 8	2:39 - 3:15	(36 mins)	Period 8	2:39 - 3:15	(36 mins)	Period 8	2:39 - 3:15	(36 mins)

## 2021-2022 Early Release Bell Schedule

2021-2022 Early Release Bell Schedule								
A Lunch 7-8			B Lunch 9-12			C Lunch 9-12		
Period 1	8:14 - 8:50	(36 mins)	Period 1	8:14 - 8:50	(36 mins)	Period 1	8:14 - 8:50	(36 mins)
Period 2	8:54 - 9:30	(36 mins)	Period 2	8:54 - 9:30	(36 mins)	Period 2	8:54 - 9:30	(36 mins)
Period 4	9:34 - 10:10	(36 mins)	Period 4	9:34 - 10:10	(36 mins)	Period 4	9:34 - 10:10	(36 mins)
Period 5	10:14 - 10:50	(36 mins)	Period 5	10:14 - 10:50	(36 mins)	Period 5	10:14 - 10:50	(36 mins)
Lunch	10:50 - 11:15	(25 mins)	Period 6	10:54 - 11:30	(36 mins)	Period 6	10:54 - 11:30	(36 mins)
Period 6	11:19 - 11:55	(36 mins)	Lunch	11:30 - 11:55	(25 mins)	Period 7	11:34 - 12:10	(36 mins)
Period 7	11:59 - 12:35	(36 mins)	Period 7	11:59 - 12:35	(36 mins)	Lunch	12:10 - 12:35	(25 mins)
Period 8	12:39 - 1:15	(36 mins)	Period 8	12:39 - 1:15	(36 mins)	Period 8	12:39 - 1:15	(36 mins)

# **ACADEMICS**

## **ACADEMIC ELIGIBILITY**

The primary function of educational institutions is to help students achieve success in the classroom through the student's education. A major component of student success is the acceptance of responsibility for their own learning through commitment and dedication towards academics. As a student participant, academic eligibility is of utmost importance in order to maintain the privilege of being involved in extracurricular activities. For students to be eligible for activities at Pierz Healy High School, the following criteria must be followed. This applies to students in Grades 7-12:

To be eligible to participate in extracurricular activities at Pierz Healy High School students must be passing **all** classes. Grade checks will be made every five weeks and/or the end of each semester. If a student is not passing all classes at this time he/she will be ineligible for contests for one week, and will not be eligible again until they are passing all their classes. Checks will be made on a weekly basis (every Friday or last day of the week) for the ineligible person to regain eligibility. End of the year failures will not affect eligibility the following school year.

## **ADDING AND DROPPING CLASSES**

Schedule changes are not permitted unless there are extraordinary circumstances. In the event that a change is unavoidable, requests must be done within the following timelines. Semester 1-schedule change requests must be made within the first three (3) days of the semester. Semester 2 schedule change requests must be made no later than six (6) school days prior to the beginning of Semester 2. Schedule changes will only be made with the counselor or administrative approval.

## **GPA CALCULATION**

Cumulative GPAs are figured beginning with student's 9<sup>th</sup> grade courses. This GPA is calculated using semester grades only. Honor graduates are students with a cumulative GPA of 3.5 or greater after the 1st semester of their senior year.

## **GRADE CHANGES**

An instructor is the only one with authorization to change a grade.

## **GRADUATION PARTICIPATION**

It is the policy of Pierz Healy High School that a student must be on schedule to graduate as of the second Wednesday in May of the graduating year in order to participate in graduation ceremonies. This means all required and elective credits must be completed and/or scheduled to be completed by this date. Students not passing their courses in the 2nd semester must be within 2 credits of graduating to participate in the graduation ceremony.

Any senior involved with vandalism, destruction of property, or egregious behavior may not be allowed to participate in any school sponsored activities, student trips, awards night, graduation, or grad bash. The high school principal has the authority to deny any student participation in the above activities.



## HEALY CREDIT REQUIREMENTS

### Junior High Promotion/Retention Requirements and Summer School:

Students have the opportunity to take up to (13 Credits (7th) and 14 Credits (8th) -in each of their 7<sup>th</sup> 8<sup>th</sup> grade school years. Of those 13/14 credits 8 are from the core curricular areas. **If a student fails two credits from English, Math, Social Studies or Science OR a total of 5 credits they will be retained in that grade or be required to successfully complete summer school.** Parents can also request summer school for their 7<sup>th</sup> or 8<sup>th</sup> grade child. Summer School dates and times will be determined on an annual basis.

The credits are identified in the following classes:

<u>7th grade</u>	<u>Credits</u>
English	2
Math	2
Science	2
Social Studies	2
Physical Education	2
Instrumental Music	2
<i>or</i>	
Choral Music	2
<i>or</i>	
General Music	2
Family & Consumer Sciences	.5
Metier	.5
Explore 7	.5
Art	.5

<u>8th grade</u>	<u>Credits</u>
English	2
Algebra	2
Science	2
Geography	2
Physical Education	1
Health	1
Instrumental Music	2
<i>or</i>	
Choral Music	2
Intro to Metals	.5
Intro to Woods	.5
Mieter 8	.5
Art	.5

## **HIGH SCHOOL GRADUATION REQUIREMENTS (GRADE 9-12):**

### **2021-2022 Student Handbook**

High School Graduation Requirements (Grades 9-12): **53 Credits** to Graduate with a High School Diploma

The number of credits must include the following:

- 6 Math credits (Geometry, Algebra II, and 2 semesters of Math elective courses)
- 6 Science credits (Chem/Physical Science 9, Biology, 2 semesters of Science elective courses)
- 8 English credits (English 9, English 10, and 4 semesters of English elective courses)
- 7 Social Studies credits (American History, Civics, World History, Economics)
- 1 Health credit (Classes of 2022-2023 = Health 9 & 10, Classes of 2024-beyond = Health 10)
- 2 Physical Education credits (Classes of 2022-2023 = PE 9 & 10, Classes of 2024-beyond = PE 9)
- 2 Fine Art credits
- *Classes of 2022-2024*
  - 1 credit Industrial Technology 9
  - 20 Elective credits
- *Class of 2025 and beyond*
  - 21 Elective credits

A student who has failed to make up any of the required courses from grades 9-12 will not be eligible for graduation. A student must be enrolled in at least 14 credits of courses in each year of school.

### **HONOR ROLL**

Two honor rolls will be published per year. Students must be enrolled in 3 classes or more per semester to be published. Each one will be calculated off the semester grades and figured using the following numerical values:

A = 4.000, A- = 3.667, B+ = 3.333, B = 3.000, B- = 2.667, C+ = 2.333, C = 2.000,  
C- = 1.667, D+ = 1.333, D = 1.000, D- = 0.667, F = 0.000

For students to be placed on the A Honor Roll, a grade average of 3.667 and above must be obtained. The B Honor Roll will contain students with a grade average of 3.000 and above. When calculating the grade average, two credit courses will be counted double the value of a one-credit course.

### **HONORS POLICY & CLASS RANKING**

Cumulative GPA determines honor graduation status at the end of fall semester during a student's senior year. Pierz Healy High School will use Summa Cum Laude, Magna Cum Laude and Cum Laude to recognize students. Foreign exchange students will not be included as an honor student.

<b>Honor Level</b>	<b>Cumulative GPA</b>	<b>Graduation Cord</b>
<b>Summa Cum Laude</b>	<b>3.900-4.000</b>	<b>Gold</b>
<b>Magna Cum Laude</b>	<b>3.700-3.899</b>	<b>Red</b>
<b>Cum Laude</b>	<b>3.500-3.699</b>	<b>White</b>

## **INVESTIGATIONS**

Students must cooperate in all investigations, including MSHSL violation inquiries. Failure to cooperate will result in an assumption of guilt of any accusation against the student and may include more serious consequences.

## **MINNESOTA HONOR SOCIETY**

Membership in the MHS is the highest honor Pierz Healy High School can bestow upon a student. Academically eligible sophomores and juniors will be invited to make applications in February of the current school year.

Eligibility requirements include:

- GPA of 3.5 or higher on a 4.0 scale
- Participation in two school sponsored extracurricular activities
- Service involvement within the community

Teachers, coaches and advisors evaluate and rate all applicants based upon the four criteria of scholarship, leadership, service and character. A faculty council makes the final decision of acceptance. Students are notified of the decision in March with an induction ceremony held in late April of the school year.

## **PHYSICAL EDUCATION EXCUSES**

In order to be excused from Phy-Ed for more than two days the student must present a written excuse from the family doctor. This should include a list of activities the child may participate in. When returning to Phy-Ed after being withheld for medical reasons, a statement from a physician is also required. For daily exclusion from Phy-Ed, for recovering from illness or injury, a note must be written from the parent.

## **REPORT CARDS AND GRADING**

Grading is determined on a semester basis. Report cards will be made available online at the end of each semester. Parent-teacher conferences are scheduled three times per year.

# GENERAL INFORMATION

## ACTIVITIES

### Athletics:

Our program is built on participation. You and everyone on your team are given the opportunity to play and to improve your skills. Registration for these activities takes place at the beginning of each season.

#### Falls Sports:

Football  
Volleyball  
Tennis  
Boys Cross Country  
Girls Cross Country

#### Winter Sports:

Boys Basketball  
Girls Basketball  
Wrestling  
Dance  
Boys Hockey  
Girls Hockey  
Girls Gymnastics

#### Spring Sports:

Baseball  
Softball  
Boys Golf  
Girls Golf  
Boys Track  
Girls Track

### Other Extra-Curricular Activities:

Drama, Yearbook, Peer Helpers, Knowledge Bowl, EPIC, Pioneer Letter Club, Knowledge Bowl, BPA (Business Professionals of America), FFA, Art Club, Science Club, Video Club, Pep Band, Jazz Band, Pop Choir, Minnesota Honor Society, Student Council, Speech, Clay Target, Robotics, Spanish Club, One-Act Play.

### Athletic Ticket Prices

Single Student Season Pass	\$25.00
Single Adult Season Pass	\$65.00
Family Season Pass	\$105.00
Adult Single ticket	\$6.00
Student Single ticket	\$3.00

### Activity Fees

Grades 9 – 12: 1<sup>st</sup> Sport - \$65, 2<sup>nd</sup> Sport - \$65, 3<sup>rd</sup> Sport - \$15  
Grades 7 – 8: 1<sup>st</sup> Sport - \$35, 2<sup>nd</sup> Sport - \$35, 3<sup>rd</sup> Sport - Free

## ACTIVITY BUS FEE

For any 7-12<sup>th</sup> grade student in any activity or organization will be charged \$55 per student per year and a family maximum of \$85 per year.

## BEFORE SCHOOL-AFTER SCHOOL

Students are only permitted the use of the building outside of school hours when they are under the supervision of a staff member. All dates for any such activities must be cleared through the office. All students who are not properly supervised must be out of the building by 3:30 p.m.

## CAR DRIVING

Students are encouraged not to drive cars to school as experience has shown it is more desirable for students to use the transportation, which is provided. However, students who must drive must park their cars in the parking lot at school. Students are not to park against the curb in the front of the school during the school day. With ten or more buses bringing students into Healy High it will cause considerable difficulty and traffic congestion if students are not parked in the designated area.

We wish to make it clear that the school does not allow or authorize any driving by a student during school hours. Violators are acting against school policies and regulations.

Cars may be searched if necessitated by sufficient serious reason in compliance with school district policy.

## **COMMUNICABLE DISEASES**

Students exhibiting one or more of the following symptoms should be kept home from school. If these symptoms appear while a child is in school, parents will be asked to come and take the child home. The Child will not be permitted to ride the bus home.

1. Temperature over 100.4 degrees F.
2. Vomiting and Diarrhea (2 or more episodes of vomiting or diarrhea)
3. Mouth sores accompanied by drooling/excessive saliva
4. Sore, red, eyes with purulent discharge.
5. Suspicious rash
6. Sore throat accompanied by a temperature of 100 degrees.

Students diagnosed with a communicable disease will be required to stay home according to the recommendations of the Minnesota Department of Health. If a student has been exposed to a communicable disease and is showing signs and symptoms of the disease they will also be asked to stay home until seen by a physician and diagnosis is determined.

Students experiencing a temperature over 100 degrees F or vomiting/diarrhea should remain out of school until 24 hours after the fever is gone without fever reducing medication and 24 hours after vomiting/diarrhea has stopped.

In the event of an epidemic or pandemic, exclusion criteria may change.

## **DANCES (Homecoming, Snow Daze, Etc.)**

### **Dances (Homecoming, Snow Daze, etc.)**

Dances are school-age dances and are a positive aspect of our school environment. All school policies are enforced at dances. Students who violate school policies at dances will not be permitted to attend any future dance for the remainder of the school year, including prom. Infractions are dealt with in accordance with school discipline policy. For safety purposes, doors are locked at 10 pm and once a student leaves a dance he/she will not be readmitted and a parent or guardian will be notified.

Pierz Prom is open to juniors and seniors and their approved guests. All guests must be pre-approved by the building principal. Juniors and seniors are allowed to invite students that are at least in 10th grade and in good standing at their school and under 21 years of age. Those approved to attend prom receive a breathalyzer before the grand march and are locked in until midnight. All school policies are enforced to ensure the safety of those in attendance.

## **DRIVING/PARKING LOT**

Any student driving the school day without authorization from the Principal's Office is subject to detention or suspension.

Parking Lot Access: Please use the designated entry (northwest and south end of parking lot) and the designated exit (south end of the parking lot). Students who wish to go to the parking lot during school hours are required to request permission to do so from a secretary or principal. After a student has received permission, he/she

must complete the “sign out form” in the office. He/she must sign back into the building on the “Sign out form” when he/she returns. Failure to complete the above process will result in a detention assignment. Students who park in a non-student parking spot without permission will be assigned detention. A second violation will result in an ISS assignment. Students are required to park within designated vehicle lines in the lot. Students who violate this requirement will be assigned detention.

**Reckless driving:**

If students are driving recklessly, with excessive speed, without regard to road conditions, etc. they may be banned from parking on any school property. In addition, law enforcement will be contacted as necessary.

Parking on school property is a privilege, which means all vehicles parked on school grounds are subject to search with use of dogs or other reasonable cause.

**FAMILY & RELIGION NIGHT**

Pierz Healy High School will not schedule any contests on Wednesdays after school where the students have not returned from the event or completed the event prior to 6:30PM. Any coach or advisor who schedules a meeting or practice on a Wednesday night that is not completed by 6:30PM must have the permission and pre-approval of the Activities Director. In the case where this practice must occur, the student is encouraged to notify the coach or advisor of a religious or family commitment and the coach or advisor will honor that commitment.

If emergency situations require the district to schedule a contest on a Wednesday night, or a practice that extends past 6:30PM, the Activities Director will attempt to notify the religious educational community about the event and provide information as needed regarding which students are potentially impacted.

The District will continue scheduling Parent-Teacher Conferences on Wednesday when possible to avoid conflicts with activities on other nights of the week.

**FIELD TRIP PERMISSION FORM**

A field trip permission form must be completed and returned to the school in order for students to participate off-campus activities.

**FIRE & LOCKDOWN DRILLS**

Lock down & fire drills are conducted 5 times each per school year. Each student is responsible for knowing the rules and procedures for all locations in the building.

Here are some general rules for fire drills to be observed.

1. Leave books and wraps where they are when the alarm sounds.
2. Instructor leads the group out of the room.
3. Each room should choose 2 class members who will be responsible for closing windows and doors and to help anyone with special needs.
4. Be alert to any commands in case some exit is shut off. This will necessitate a minimum of talking so that such commands may be heard.
5. Running, pushing or crowding is not necessary. A brisk walk is sufficient and more orderly.
6. Above all, do not loiter, stop at the drinking fountain or enter lavatories; sometime there may be a real fire and loiters may suffer unnecessary injuries.
7. Instructors will bring their emergency clipboards.

## **LOST AND FOUND ARTICLES**

Any articles found on the grounds or in the building should be taken to the high school office. Lost articles should be reported. Money or other valuables should not be left in coat pockets or your lockers. Experience has shown that this sometimes results in serious losses, which are very difficult to recover. If students have no place to keep valuables or large sums of money, they may check them temporarily in the office or with a teacher who has a safe place to hold them.

## **LUNCH PROGRAM**

Healy High School will maintain a closed lunch period, which means that no students will be allowed to leave the school grounds or to go home for lunch.

If a student does not participate in the hot lunch program, the student may bring a bag lunch, which is to be eaten in the cafeteria area.

District 484 offers a complete and nutritious meal every day to all children. The Child Nutrition Program operates within its budget using the amount received from the State for reimbursable served meals to students qualifying for free and reduced lunch as well as the fees paid by students.

The District asks that all families keep a positive balance in their account in order to fund the daily expenditures within the program as well as limit the prospects of an account becoming too negative.

The following policy outlines the manner in which the food program will be implemented:

1. Each family has a jointly shared lunch account.
2. At no time when the account is negative will the student(s) be allowed to take any extras.
3. When that account reaches a balance of \$5.00 or less the School District will call parents and remind them that the account has a low balance. Once the balance is negative, phone calls will continue daily until the account is positive.
4. The child(ren) will no longer be allowed to charge meals once the family reaches a negative \$20 until it has been paid in full. Instead, the child(ren) will be offered a milk and sandwich during that time.

Please refer to our webpage for the complete Unpaid Meal Policy 534.

If a student loses their Lunch ID card a replacement fee of \$3.00 will be charged. If a student reports that their Lunch ID card has been stolen and/or is being misused they are to report it to the District Office and a new Lunch ID number and card will be issued without charge for the first stolen card.

## **LUNCH ROOM**

As students leave their classrooms they are to remain in their proper place in the lunch line. Don't push or shove. Be courteous!

Inappropriate behaviors that cause a disruption within the lunchroom will not be tolerated. Inappropriate behaviors such as chanting, yelling, throwing food, popping bags/milk cartons, etc. are all considered behaviors that are not acceptable in a high school cafeteria. Students who participate in these behaviors will be immediately sent to the office.

Consequences will be as follows:

- 1<sup>st</sup> offense – Parents are contacted and lunchroom detention will be assigned.
- 2<sup>nd</sup> offense – Parents are contacted and a parent meeting will be scheduled and the student will be

sent home for the day. The student will have a bag lunch in the office each day until the parent meeting takes place.

- 3<sup>rd</sup> offense – Discretion of Administration.

Students are responsible to return their own trays to the kitchen when they are done eating, no more contests to determine who has to clean the table. All students are responsible for their tray and garbage. Students will be expected to stay in the lunchroom area during lunch and not walk the halls.

### **NURSE'S ROOM (ILLNESS & ACCIDENTS)**

Students who are not feeling well are expected to report to the nurse's office. The nursing staff will determine if they need to go home or return back to class based on assessment. **STUDENTS ARE NOT TO TEXT OR PHONE PARENTS TO PICK THEM UP.** The nursing staff will communicate with the parent or guardian.

All students are asked to list their family physician's name and emergency contact information with the office. It is important that this information is kept up to date so someone can be reached in case of an emergency. In lieu of a nurse, the use of the nurse's room will be limited to those waiting for their parents. Students will not be allowed to "rest up" in this room. **IN CASE OF ILLNESS OR ACCIDENTS DURING A CLASS, REPORT DIRECTLY TO YOUR INSTRUCTOR IN CHARGE.** The instructor will notify the high school office.

In the event of an epidemic or pandemic, exclusion criteria may differ from standard practices. Nursing staff will communicate these changes via the District Nurse page of the school website.

### **OFF-CAMPUS PASSES - (E-Hall pass)**

Notes for permission to go off campus must be brought to the office before school. You will be issued an E-Hall pass to leave the building with parent permission. You must sign out in the office prior to leaving for any reason. Students leaving without signing out will be considered truant and face consequences for truancy as well as disciplinary action. The school will not allow students to leave to get food for sporting events or pick up supplies for classes.

If you return to school during the day, sign in on the sign-in sheet in the office and obtain an E-Hall pass to class.

### **PASSES - EHall**

If a student needs to go from one room to another at any time during the day, he/she must create an E-Hall pass and request teacher approval.

### **RELIGIOUS RELEASE TIME**

Students are released to attend religious instruction.

### **SCHOOL CLOSINGS**

School closings due to inclement weather will be announced via School Messenger to all staff and students, District Webpage, WCCO, and the Little Falls Radio Stations.

### **SCHOOL DISTRICT DOESN'T INSURE STUDENTS**

Pierz School District 484 does NOT provide health or accident insurance for any student. The school does make a very low cost "Student Accident Insurance Plan" available to students, but each student must sign up and pay for the plan by visiting

[www.sas-mn.com/enronline/pierz.html](http://www.sas-mn.com/enronline/pierz.html). Contact Tia in the Business Office for additional information.



## **SUPPLEMENTAL COVERAGE AVAILABLE**

Parents: This coverage offers you the opportunity to supplement your family insurance with no deductible coverage. If you do not have medical insurance you can now add our Major Expense Benefit to the full-time coverage at a very reasonable cost. This insurance is only available through the school.

## **SCHOOL LOCKERS**

Each student is assigned a locker. It is to be used only by that student. Students should not leave valuables and/or money in their locker. Students in Grades 7-12 can purchase a lock from the school district. The lock belongs to the student and is to be used throughout the school career. Students assume responsibility for their locker. Students should not provide their combination to other students. Locks: The school will provide combination locks at the request of the student(s). The district does not allow students to bring personal locks. Staff need access to all lockers in emergencies and will cut locks if necessary to access a locker.

In compliance with the school district policy #502, student lockers may be searched without a student's knowledge when reasonable and sufficient reasons are warranted. Lockers are property of the school district. Please refer to Policy 502.

**Care of lockers:** Students are responsible for the care of their lockers. Any mechanical or structural failure should be reported to the office immediately. Students who kick or abuse lockers will receive a consequence commensurate with the level of abuse. Students who violate the above policy will be assigned detention. Repeat offenders could lose their locker privileges.

## **SECURITY CAMERAS**

Pierz Healy High School does have a number of security cameras in, and outside, the building. These are monitored frequently and law enforcement agencies will be provided access to the cameras and the information recorded from them.

## **STUDENT COUNCIL**

The student council is a group of selected representatives from each grade 7-12. These are elected in the spring of the year. Purposes of the group are:

1. To create better relationships between students and faculty.
2. To promote better leaders for the present and future.
3. To promote better school spirit.
4. To encourage participation of more students in school activities.
5. To promote democratic citizenship.
6. To promote better scholarship.

## **TELEPHONE USE**

The office phone may be used for local calls. If a student needs to make a long distance call, they can use their cell phone in the office only with advanced permission from the office staff. Students will not be called from class to answer an incoming call except in an extreme emergency.

# POLICIES & PROCEDURES

## ATTENDANCE POLICY

At Pierz Healy High School regular school attendance is considered one of our highest priorities. Children are highly unlikely to be successful in their academic pursuits in school without regular school attendance. Vast research has proven regular school attendance is a necessary component and a strong indicator of success in future work endeavors. We strive to partner with parents to insure students attend school.

Students are allowed up to 10 absences per semester. Parents are required by law to provide a reason for school absences, either by phone or by written and signed note. Absences not accompanied by a parent excuse are considered unexcused. Students who have an absence that is unexcused from the previous day will be called to the office to verify their absence with their parent/guardian. The student will contact their parents to have the parent excuse the absence. If the student is unable to contact the parent or talk to the parent at that time, they will have until Period 1 of the following morning to provide an excuse for the absence before the absence is considered unexcused.

### Unexcused absences/skipped classes:

- Students who have one to three hours of a single day marked as unexcused/skipped absence will serve ½ day of In School Suspension.
- Students who have four or more hours of a single day marked as unexcused absence will serve 1 full day of In School Suspension.

All absences meeting the “exceptions” criteria listed below will not be counted toward the 10 allowed absences. **Absences beyond 10 will all be considered unexcused, and therefore counted toward truancy**, unless they meet the “exceptions” criteria described below.

Missing class time for more than 10 minutes for any reason that does not meet the criteria for excused absences will be considered an absence for that day in that class. Parents will be notified after six (6) absences with a letter.

**Exceptions** – The only absences that are not counted toward this policy are absences that are excused:

1. School Sponsored Activity
2. Court Appearance
3. Illness accompanied by Doctor written validation. Physicians' excuse for absence must be provided to the high school office within 3 days of returning from an absence or they will not be honored.
4. College Visits pre-approved by the School Administration. Pre-approved visits are limited to two (2) per semester.
5. Religious activities pre-approved by the School Administration.
6. School meetings with a counselor, principal, or other school staff that is approved by the Principal.
7. Funeral.

### Truancy

The State of Minnesota and Morrison County have laws pertaining to regular school attendance and truancy. Professional ethics and moral responsibility dictate that Pierz Healy High School will adhere to these laws and report truancy violations to the appropriate agencies. **Students are considered by law to be “habitual truants” if they have 7 or more unexcused absences in any 12 month period of time.** Truancy is reported to the Morrison County Attorney’s office, which works in close consultation with Morrison County Social Services and law enforcement to ensure regular school attendance for all children in the County.

If you have questions regarding truancy laws or attendance policies, please call the high school office and we will be happy to assist you.

**Tardies to Class --**

Students will be allowed 3 tardies a semester. Each tardy a student receives beyond 3 will result in after school detention being assigned.

**BULLYING PROHIBITION POLICY**

ISD #484 Policy 514 – complete policy can be found on District Website

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.

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

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

The term, “bullying” specifically includes cyberbullying:

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

“On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

## **BUS PENALTIES FOR INFRACTIONS**

A student who becomes a discipline problem on the bus will be deprived of the privilege of riding the bus.

- First Offense: Driver will make a concerted effort to contact the parent. Driver will inform the administration in writing. Warning letter to parent from administration.
- Second Offense: Driver will contact the administration in writing. Suspension from transportation for three (3) days. Letter to parents from administration.
- Third Offense: Driver will contact the administration in writing. Suspension for not more than one quarter. Letter to parents from administration.
- Fourth Offense: Driver will contact the administration in writing. Suspension from transportation for the remainder of the school year. Letter to parents from administration. If this violation happens late in the school year, administration may extend the suspension from transportation into the following school year.

**Note:** Administration has discretionary authority in all disciplinary matters.

**Vandalism to Bus:** Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of riding privileges until damages are paid. The school district may also pursue other available options including the involvement of law enforcement.

**Criminal Conduct:** In cases involving criminal conduct (for example; assault, weapons possession, or vandalism) the superintendent, law enforcement and the Minnesota Department of Public Safety will be informed and appropriate consequences imposed.

**Bullying:** There will be zero tolerance for bullying or other intimidating/threatening behaviors. All appropriate measures will be taken to assure compliance including immediate suspension from riding privileges pending appropriate safeguards being in place and/or a satisfactory assurance of compliance.

**Sexual Harassment:** There will be zero tolerance for sexually harassing behaviors. All appropriate measures will be taken to assure compliance including immediate suspension from riding privileges pending appropriate safeguards being in place and/or a satisfactory assurance of compliance.

## **BUS RULES AND REGULATIONS**

### **Rules on the Bus**

- A. Riding a bus is a privilege.
- B. Pupils must obey the bus drivers and follow their instructions. Drivers are fully in charge of buses and pupils.
- C. Pupils must be promptly on time at the designated bus stops. Buses cannot wait for tardy students.
- D. Pupils must stay off the roadway at all times while waiting for buses.
- E. Pupils must cross in front of a bus when crossing a road or highway, never in back of a bus.
- F. Pupils need to keep books/backpacks in their lap, not on their back. This will allow pupils to sit properly in the seat. Backpacks should be removed during the bus ride and placed in the lap.

- G. School projects and fundraisers need to fit on students' laps during bus rides. If the project or product is too large, parents need to arrange alternative ways to pick up items for students.
- H. Pupils must keep their hands, head, property and objects inside the bus.
- I. Pupils must not move about in the aisles or needlessly change seats in the bus. Students are to remain seated while the bus is in motion.
- J. There must not be any unreasonable loud talking, shouting, or singing in the bus. Radios and CD players must also be kept at a reasonable level.
- K. Any student causing trouble by teasing, fighting, scuffling, or using unfit language will not be tolerated on the bus.
- L. Emergency doors must not be tampered with except in legitimate emergencies.
- M. Throwing articles of any kind in a bus is dangerous and will not be tolerated.
- N. Lighting of matches or lighters will not be tolerated.
- O. Any student disfiguring or mutilating a bus or any other properties will be required to pay for the damage, and may be suspended from riding the bus. Any damage to a bus or any other properties should be reported to the driver at once.
- P. Pupils must help to keep the buses clean, sanitary and orderly. Pupils who litter on the bus may be assigned to cleanup duties.
- Q. Smoking, consuming alcoholic beverages or use of drugs is strictly prohibited.
- R. Students will be assigned seats and be required to sit in their assigned seats.
- S. No spitting on the floor or at others.
- T. The bus driver will maintain a daily log notebook and will mark down names of students who do not observe the above rules. Names referred to the school administration by the bus driver will result in notification to the parent that children may be removed from the bus service.

### **CELL PHONES / EARBUDS / ELECTRONIC DEVICES**

Students may use cell phones, earbuds, or electronic devices before and after school, during their lunch period, or between classes. Cell phone use in classrooms is not allowed unless explicitly stated by the teacher. Each classroom will have a designated location for cell phones to be placed in prior to the start to class.

Results of cell phone, earbuds, or electronic devices violations will be as follows:

- 1<sup>st</sup> violation = Student picks the phone up in the office at the end of the day.
- 2<sup>nd</sup> violation = Student will be assigned after school detention, phone picked up at end of the day.
- 3<sup>rd</sup> violation = Student will be assigned after school detention, phone left in the office for 3 days.
- 4<sup>th</sup> violation = discretion of administration

### **CHROMEBOOK USAGE POLICY**

The use of the Chromebooks as a technology resource is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Chromebooks. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to this technology resource may be denied, and the appropriate disciplinary action shall be applied. This policy applies to all Chromebooks under the Pierz School District domain and to the use of the @pierz.k12.mn.us accounts handed out to students.

The Pierz ISD #484 Code of Conduct shall be applied to all student violations.

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the Acceptable Usage Policy found in the handbook.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action.
- Loaning or borrowing Chromebooks to other students is prohibited

- Students must promptly report any problems with their Chromebook to media center staff.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.
- Illegal installation or transmission of copyrighted materials is prohibited.
- Any action that violates existing school policy or public law is prohibited.
- Access or use of any other email program or account other than the one issued by the Pierz School District or CIS/PSEO-assigned email is prohibited (e.g. Hotmail, Yahoo, personal Gmail accounts are prohibited use on the Chromebook).
- Use of chat rooms/sites selling term papers, book reports and other forms of student work is prohibited
- Playing Internet/Computer Games at school is prohibited
- Background themes and Profile ID's need to be appropriate. Teachers have the right to have a student change it whenever needed. (Violent or provocative scenes will not be allowed.)
- Changing of computer settings such as wiping the Operative system and using the Chromebook "guest" account is prohibited.
- Spamming/Sending mass or inappropriate emails is prohibited.
- Gaining access to other student's accounts, files, and/or data, or password sharing is prohibited.
- Use of the school's internet/Email accounts for financial or commercial gain or for any illegal activity is prohibited.
- Vandalism/Neglect. Any malicious attempt to harm or destroy hardware (taking keyboard keys out, scratching laptop's screen, etc.), software or data, including, but not limited to changing or using hardware to run other operating systems such as Linux or other forms of OS, damage software components of school equipment will not be allowed. Chromebooks must be kept in the same condition as when the Chromebooks were distributed to students. Repairs will be made to Chromebooks reported as faulty or broken.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients. "Cyberbullying" is prohibited.

## **DETENTION**

Detention can be assigned to a student for violating the attendance policy, as well as, for behavioral disruptions or infractions. The Administration has the discretionary authority to assign when and how much detention will be served. Detention can be assigned and served in the following ways or times:

1. After School Detention - Tuesday through Thursday from 3:20PM to 4:05PM. Students who do not show up to serve an assigned after school detention will serve ½ day of In School Suspension and will still be required to serve their after school detention which will be assigned the next day detention is held.
2. Teacher Detention—Classroom teachers may assign detention to students for specific incidents or concerns that arise in their class. Students are expected to follow through with the teacher's expectations. If a student or parent disagrees with the assigned teacher detention, they are expected to discuss it with the teacher and principal as needed to resolve any concerns.

## CONDITIONS:

1. Students will be notified at least 24 hours prior to having to report.
2. Students must be in the detention room by 3:20 p.m. with study materials.
3. Failure to complete detention by the assigned due date will result in an assignment to noon detention until the after school detention is served.
4. A student who behaves inappropriately during detention will be asked to leave the detention room and the detention time will be doubled.
5. Students who are absent from school on the day that a detention assignment is due are expected to complete the assigned time when they return to school.
6. Detention time will be spent in quiet study - no talking or visiting, no wandering around the room, no lavatory leave, no eating, no sleeping, no cd players, ipods, etc.. Any violation will refer to (4) above.
7. Students must provide for transportation home.

## DRESS CODE

The dress of a student reflects the quality of the school, of their conduct and their school work.

**All students are expected to dress and groom themselves neatly in clothes that are appropriate for the school/work environment.** Clothing choices that are considered inappropriate for school setting and not allowed include but are not limited to:

- Clothing or jewelry with suggestive, vulgar, or other offensive sayings, pictures, etc.
- Clothing that displays cleavage, spaghetti strap tank tops, backless garments, no exposed undergarments or midriffs.
- Clothing and accessories with improper sayings or pictures or that promote alcohol, drugs, tobacco, nudity, violence, gang-related symbolism, offensive language or pictures (sexual, racial, or religious harassment; profanity).
- Headgear of any kind (hats, bandanas, hoods, etc.) Must be removed when entering the school building.
- Short skirts and short shorts must have leggings underneath.
- No cut shirts showing the rib cage.
- Gang affiliated signs, symbols, jewelry, tattoos, and clothing that represent acknowledged gangs or gang activity is prohibited.

Students will be required to change or be referred to the office. If in doubt, don't wear it!

Note: This policy may be amended without notice to prohibit any attire that is deemed disruptive to the learning environment.

## ELECTRONIC CIGARETTES

All E-Cigarettes, and any device that looks or operates in a similar manner, are considered to be a tobacco product for purposes of student discipline and are not allowed on school property. Any tobacco product or nicotine delivery system is also not allowed on school property. Students in possession of any type of product will have consequences the same as if they have tobacco in possession. In addition, the device or product(s) will not be returned to the student and may be turned over to law enforcement.

## **EMPLOYMENT CRIMINAL HISTORY BACKGROUND CHECKS**

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, except enrolled students, 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.

## **EPINEPHRINE AUTO INJECTORS (Epi-pens)**

The nurse's office has on hand unassigned epinephrine auto injectors. These epi-pens are available for administration to students who have not experienced or have not been diagnosed with a known severe allergic reaction. With standing orders from the medical director, if a student is suspected to be having a severe allergic reaction (anaphylaxis), school district nursing staff and other employees trained in the administration of epi-pens, will administer the epi-pen. Per the standing order, after administration 911 will be called to transport the student to an emergency medical facility and parents/guardian will be notified.

## **IN-SCHOOL SUSPENSION**

The following rules will be enforced in ISS:

1. Students must report to the office by the beginning of hour 1 daily until suspension is completed.
2. Should a student be absent from school the day assigned for suspension, suspension is to be made up the following day.
3. Students will work on school subjects and other assigned work throughout the day.
4. Students will be provided with a bag lunch.
5. Students violating the above rules will be given one warning. Failure to comply will result in removal from ISS. Students who are removed from ISS will be sent home for the remainder of the day. The absence will be classified as unexcused and will count towards the ten-day attendance rule. A student who is removed from ISS will repeat the ISS day when he/she returns to school the following day.
6. Suspended (ISS/OSS) students may not practice or compete in school activities for the duration of a suspension assignment.

## **LOITERING**

Students are expected to be present with their assigned class and at that class location at all times during the school day. Students will be expected to present a teacher approved pass to be anywhere other than the classroom. Loitering during school hours will be counted as a tardy or an unexcused absence at the discretion of the administration. Loitering after school hours may result in detention or other consequences at the discretion of the administration.

## **LOSS OF LUNCHROOM PRIVILEGES**

Students will lose lunchroom privileges and be assigned noon lunch detention.

### Noon Detention Rules

1. Students must report to noon detention. Failure to report on time may extend the detention time.
2. Should a student be absent from school the day assigned for noon suspension, the assignment will be completed the following day.
3. Students are expected to use the noon detention time to complete schoolwork.
4. Students will not talk or make distracting noises.
5. Students may purchase a school bag lunch. Students will be responsible to clean their area after they eat.



## **MEDIA CENTER EXPECTATIONS**

District 484 offers a media center to students for research as well as furthering their information literacy skills. The media center is open from 7:30 a.m. – 3:45 p.m. Media center staff is available to assist with research, book selection, computer program questions, and more.

### **Media Center Rules**

- A. Media Center use is a privilege.
- B. Students must obey the media center staff and follow their instructions.
- C. Cell Phones will be parked in the phone garage at the entrance of the media center.
- D. Students must keep the media center and make space clean. Borrowed items must be returned to their proper location.
- E. Students must have a signed passbook to enter the media center. A media center staff member must sign passbooks when the student enters the media center and again right before they leave to return to their classroom.
- F. Students in the media center are not allowed to leave the media center. No going to lockers, bathrooms, etc. without written permission from media center staff.
- G. While using computers in the media center students must follow the acceptable usage policy.
- H. Any students causing trouble by teasing, fighting, scuffling, or using unfit language will be asked to leave the media center.
- I. Items borrowed from interlibrary loan will need to be returned by the due date. If not returned by the due date and a fine occurs, that student who borrowed the material is responsible for the fine.
- J. Students that disfigure or mutilate any media center properties will be required to pay for the damage.
- K. Students need to return any item that they have checked out or borrowed by the due date. If the item is not returned after the student has been reminded, the student will need to pay for replacement of the item.

Students who do not follow the rules and do not use the information, technology, and resources appropriately will be deprived of the privilege of using the media center.

Administration, as well as media center staff have discretionary authority in all disciplinary matters.

## **MEDICATIONS**

The Minnesota legislature has set rules for administration of medication by school personnel. A licensed school nurse, administration, or designated trained staff member will administer prescribed for a student under the following conditions:

1. Must only be done with the written order of a medical provider.
2. Medication will only be administered with parent/guardian permission
3. Medication to be administered must be brought to the school health office in the original container and appropriately labeled.
4. Medication must be FDA approved for children.

These four criteria must be met before the district can give a child prescription medication in school. If they are not, we will not be permitted by law to administer the medication. District designated staff may give ibuprofen, acetaminophen, or any other over the counter medication with written permission. Medications must be delivered to the school health office in the original container.

High school students may keep over the counter medications with them if the district self-carry agreement has been signed by both the student and parent/guardian, and is on file in the school health office. This privilege

may be revoked if medication is being used improperly.

All Schedule II medications need to be brought to school by a parent or guardian. These medications must not be transported to school with a student. Please contact the school nurse if you have questions or concerns regarding this.

Over the counter medications or Prescription medications that are less than 14 days in duration

1. Annual written parent permission.
2. Medication is brought from home in the current, properly labeled pharmacy or original over the counter container. The school district will not provide medication.
3. Dosage will not exceed that which is on the label.

## **OFF-CAMPUS BEHAVIOR**

Students may be held accountable for off-campus behaviors. These behaviors could include, but are not limited to: illegal activity, inappropriate use of social media, inappropriate texting, etc. School officials are professionally obligated to investigate and/or contact law enforcement if any behaviors affect the school climate, the learning environment for any student, or if behaviors are illegal. Disciplinary action will follow school policy and past practice, which includes the possibility of violating Minnesota State High School League rules under the code of conduct.

## **OPEN ENROLLMENT**

Pierz Schools welcome all students to enroll in our district and sincerely hope all students have a successful educational experience while here. While we invite all students to enroll, we also continue to hold a high standard of expectation. When an open enrolled student meets the criteria of MN Statute 124D, the district may terminate that student's enrollment at the conclusion of the school year. Refer to our Open Enrollment policy #509.

Pierz Healy High School will not accept any open enrolled students within 10 school days of the end of a grading period, unless that student is enrolling as a result of a change of home address.

## **REMOVAL FROM CLASS**

Appropriate behavior in the classroom is an essential component of an effective learning environment. All Pierz Healy High School Staff strive to provide a highly effective learning environment where all students have the opportunity to be successful.

When circumstances warrant a student's removal from class, the teacher will assign detention as a form of disciplinary action for the student. The student will be sent to the office where scheduling of detention will be completed. The teacher will contact parents to discuss classroom expectations and corrections in behavior for the student.

Additional removals from class may include, but are not limited to, any of the following:

1. Conference with administration
2. Removal from class for multiple days
3. Student, teacher, and school administrator meet to discuss solution
4. A meeting with student, teacher, parent, and administration
5. Discussion about an alternative setting for the student's education

## **VISITORS**

Parents, citizens, alumni and other adult visitors are welcomed and encouraged to visit our schools. The Pierz ISD #484 recognizes the multiple benefits of a partnership that needs to exist for students to succeed in our schools, and visits are an appropriate vehicle and enhance that partnership.

**All visitors will wear a badge or button so that students and staff will be aware that they have checked in with the office. The office will make every effort to see that classes are not interrupted while in session for the admission of guests.**

However, the superintendent and the administration of the district reserve the power to decline to give permission for or to withdraw permission for parents, citizens, alumni and other members of the public to visit the schools of the district if such action is deemed necessary to ensure the physical or emotional safety of the students of the district or to prevent disruption of the district's educational programs.

Visitors must, however, first come to the office in compliance with the school visitor procedure so that they may be directed to the teacher, student or class they wish to see. They will be shown every courtesy.

For the protection of everyone, all employees are asked to courteously direct all visitors who are not wearing a visitor's badge or button to the office. For the same reason, all agents, repair persons, etc., must report to the building office and receive a visitor's badge or button before approaching any person within the building.

Parents wishing a conference with a teacher should not expect to interrupt the teacher's class but should telephone the school in advance to arrange an appointment.

In the event of an emergency, which requires that parents have immediate contact with their student, parents may either call or go to the office to:

1. Explain the circumstances of the emergency; and
2. Request that their student be called to the office to meet with them and/or talk to them on the telephone.

Building administrators are given the discretion, where circumstances dictate and on a case-by-case basis, to adopt and enforce more specified and/or restrictive rules to govern visits to the schools. The superintendent is to be advised of each such instance.

# DISTRICT WIDE POLICIES

## ACADEMIC/SCHOOL REGULATIONS

### A. Tardiness

Excessive tardiness on the part of activities participants may lead to disciplinary action taken by the school principal, which could include suspension from activities.

### B. Daily Class Attendance

A student involved in athletics or activities must be in school a minimum of a half-day to be eligible to participate or practice in that day's activities.

#### Exceptions:

1. The absence is due to a school-sponsored event, i.e. field trip or Knowledge Bowl competition.
2. The student will be allowed to be absent any part, or all, of the school day, and still retain eligibility for that day's practice or event, providing that the school receives a note from a doctor verifying that the absence was for a medical appointment.

### C. Academic Eligibility

1. To be eligible to participate in extracurricular activities at Pierz Healy High School students must be passing **all** classes. Grade checks will be made on the 5<sup>th</sup> week of the quarter and at quarter break. If a student is not passing all classes at this time he/she will be ineligible for contests for one week, and will not be eligible again until they are passing all their classes. Checks will be made on a weekly basis (every Friday or last day of the week) for the ineligible person to regain eligibility.

## **PENALTIES**

### A. Vandalism

Theft or malicious destruction of any school or individual equipment or property is not to be tolerated. The school reserves the right to assess monetary damages for the destruction or theft of property or equipment.

1. First Violation: The individual will be suspended from the squad for five (5) school days. At the end of this period, following counseling by the head coach and school administrator, a decision regarding further competition will be made.
2. Second Violation: Suspension for the remainder of the sports season and a referral of the student to the school administration.

### B. Chemical Use

Use and/or possession of alcoholic beverages, tobacco, electronic cigarettes or their likeness, drugs, marijuana, narcotics or other hallucinating agents by extra-curricular participants or co-curricular participants are prohibited year round, including school vacations.

## 1. Athletics

- a. First Violation: After a violation has been determined, the student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program. The two weeks shall begin on the date that the violation is confirmed by the Activities Director.
- b. Second Violation: After a second violation has been determined, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program. The three weeks shall begin on the date the violation is confirmed by the Activities Director.
- c. Third Violation: After determination of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant. The four weeks shall begin on the date the violation is confirmed by the Activities Director.

If the student on her/his 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 Pierz Healy High School activities after a minimum period of six weeks after entering the program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

## 2. Fine Arts

- a. First Violation: After the confirmation of the first violation, the student shall lose eligibility for the next public appearance or scheduled event in which the student is a participant. (i.e. concerts, performances, contests, trips) The violation is confirmed when the Activities Director has informed the student that he/she has violated a MSHSL by law and is now under the penalty.  
NOTE: Pep Band appearances are considered one-half a public appearance.
- b. Second Violation: After confirmation of the second violation, the student shall lose eligibility for next two public appearances, or scheduled events in which the student is a participant.
- c. Third Violation: After confirmation of the third or subsequent violations, the student shall be declared ineligible for the next three public appearances, or scheduled events in which the student is a participant, or the remainder of the school year, whichever is greater.

## **ACCEPTABLE USE AGREEMENT**

Dear Parents and Guardians,

Students of District 484 will be required to use a variety of information and technology resources to complete their classroom and distance learning assignments. Using technology resources includes such things as word processing a report, drawing a picture, or creating a multimedia presentation. Accessing information includes looking up materials on the online catalog, using CD-ROMs, and accessing the Internet.

Pierz School District strives to provide the resources they need to meet the challenges of today's educational environment and expect students to use those resources in a responsible and respectful manner.

Please read the Acceptable Use Agreement below. It is important that you and your child fully understand the agreement. If you have questions, please contact Roxanne Welle at the High School (468-6458 ext. 1408) or Sheila Smallfield (Ext. 1410). Jenny Dalsted at Pioneer Elementary (468-6458 ext. 2208.)

**Violation of this agreement, at any time, will result in termination of privileges.**

### Guidelines

1. I agree to show respect for school property by using materials and equipment in an appropriate manner.
  - A. I agree not to vandalize equipment in any way.
  - B. I agree not to load programs.
  - C. I agree to notify a teacher if damage of any kind occurs.

*“Fines may apply to any individual who, through vandalism or carelessness, causes damage to, or destroys school property beyond normal wear and tear. Students shall be held financially responsible for satisfactory repair or replacement of such damaged or stolen school property.*

- D. Creation of any document with insulting or harassing text or pictures will not be tolerated.
  - E. Vandalizing others' data will not be tolerated.
  - F. Show respect for copyrighted material. I agree not to plagiarize copyrighted material and when using copyrighted material, I agree to give credit to the author/creator.
2. I agree to use the Internet/Network in a constructive manner.
  - A. I agree to verify websites for authentic information.
  - B. I will be allowed to do personal interest searches on the Internet as long as searches follow school guidelines. Ex: no pornography, no obscenity, etc.
  - C. I agree to immediately exit any site, which is inappropriate for school and notify a teacher.
  - D. I agree to use **social media, chat rooms, or blogs** with permission from a classroom instructor.
  - E. I agree to use my school assigned GoogleDocs account to transfer information to and from school for school use only.
  - F. I agree to **NEVER** give personal information to anyone over the Internet unless this is teacher approved. (such as filling out forms with name, age, address, school, phone number, parent’s name, etc.) and no ordering/purchasing items.
  - G. I agree **not** to download programs (such as games, REAL AUDIO, Quick Time, etc.). If a program is needed for a class project, I must have assistance from Media/Tech personnel.
  - H. I am advised not to give my password and username to other students for my own protection.
  - I. I agree not to play computer games at school unless it’s an educational game assigned by my teacher.
  - J. I agree **not** to stream music and/or video for personal use during the school day. (7:30-4:30) I understand that I can stream items for classroom projects during the school day with prior approval of a teacher or media center staff.

As a student of Pierz School District 484, my parents and I understand that I have a responsibility to use information and technology resources appropriately. I have read the guidelines and I agree to follow them at all times in every situation at school.

## **ASBESTOS NOTIFICATION**

As a result of federal legislation (Asbestos Hazard Emergency Response Act- AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Pierz School District has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Pierz School District were inspected by an EPA accredited inspector and an independent laboratory analyzed samples. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Pierz School District has completed the 3-Year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Pierz School District conducted the following with respect to its asbestos containing building materials: \*Continued the Operations and Maintenance Program.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors- i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Pierz School District has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to Scott Bacher, with MacNeil Environmental, Inc., at 1-800-232-5209 ext. 621 or by contacting Pierz ISD 484 at 320-468-6458.

## **CHAPTER 14-ALCOHOLIC BEVERAGES IN PUBLIC SCHOOLS**

This Act clarifies that any person who introduces or possesses an alcoholic beverage on any public elementary or secondary school ground or in any elementary or secondary building is guilty of a misdemeanor.

## **DISTRIBUTION OF NON SCHOOL- SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

## II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

## III. DEFINITIONS

- A. "Distribution" means circulation of dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material.
- B. "Non-school sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of non-school sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; an
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.  
In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school; current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.



- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in the policy, and in a reasonable manner, non-school sponsored material.
- B. Requests for distribution of non-school sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
  2. is libelous or slanderous;
  3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  4. advertises or promotes any product or service not permitted to minors by law;
  5. advocated violence or other illegal conduct;
  6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religious or ethnic origin);
  7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

#### **V. TIME, PLACE, AND MANNER DISTRIBUTION**

- A. No non-school sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.

#### **VI. PROCEDURES**

- A. Any student or employee wishing to distribute or post material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  2. Date(s) and time(s) of day intended display or distribution.
  3. Location where material will be displayed or distributed.
  4. If intended for students, the grade(s) of students to whom the display or distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. The principal will use an approval stamp on all submitted materials to indicate that the submission was approved. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

**VII. DISCIPLINARY ACTION**

- A. Distribution by any student of material prohibited herein or in violation of the provision of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district’s student discipline policy.
- B. Distribution by any employee of non-school sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

**VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

**IX. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

**DISTRICT WIDE STUDENT DISCIPLINE POLICY**

**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 the nurturance of the maturing process for 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. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's education experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. State. 121A.40 through 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 and 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.

### **III. AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

**IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

**V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. for their behavior and for knowing and obeying all school rules, regulations policies and procedures;
- B. to attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. to make necessary arrangements for making up work when absent from school;
- E. to assist the school staff in maintaining a safe school for all students;
- F. to be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. to assume that until a rule of policy is waived, altered or repealed, it is in full force and effect;
- H. to be aware of and comply with federal, state and local laws;
- I. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. to respect and maintain the school's property and the property of others;
- K. to dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. to avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. to conduct themselves in an appropriate physical and verbal manner and;
- N. to recognize and respect the rights of others.

**VI. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.
  - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - 2. The use of profanity or obscene language, or the possession of obscene materials;
  - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
  - 4. Hazing;
  - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  - 6. Violent opposition to authority;

7. Using, possessing or distributing tobacco or tobacco paraphernalia, including electronic cigarettes or their likeness;
8. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances or look-alike substances, except as prescribed by a physician;
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use of distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
15. Possession, use of distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, radios and phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures.
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion;
29. Impertinent or disrespectful language toward teachers or other school district personnel;

30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment.
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;

- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. Petition County Court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act;
- R. Exclusion under the Pupil Fair Dismissal Act;
- S. Other disciplinary action as deemed appropriate by the school district.

## **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, including gender identity or expression, or disability.

*Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat 363A.03, Subd. 44*

### **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, including gender identity or expression, 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, and familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school 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, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school personnel including 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 pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school 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, including gender identity or expression, 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, including gender identity or expression, or disability, and to discipline or take

appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

### III. DEFINITIONS

A. “Assault” is:

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

B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
3. otherwise adversely affects an individual’s employment or academic opportunities.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. “Age” means the person is over the age of 25 years.
2. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
  - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
3. “Familial status” means the condition of one or more minors being domiciled with:
  - a. their parent or parents or the minor’s legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process



of securing legal custody of an individual who has not attained the age of majority.

4. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
5. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
6. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
7. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical

contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

F. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, and familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim 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, including gender identity or expression, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or

any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## V. INVESTIGATION

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

## **VI. SCHOOL DISTRICT ACTION**

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

## **VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

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

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

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

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

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

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

#### **INDOOR AIR QUALITY**

Pierz School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission—educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

The Pierz School District Indoor Air Quality contact person is Mark Gruber, Buildings and Grounds.

If there are any questions regarding the school's IAQ Program, please feel free to call the school at 320-468-6458.

## **LEAD IN DRINKING WATER PLAN**

Pierz Public Schools is committed to providing a safe working and learning environment for our employees and students. In accordance with Minnesota Statute 121A.335, the Minnesota Department of Health (MDH), and the Minnesota Department of Education (MDE), Pierz Public Schools has conducted and continues to conduct lead in drinking water testing. All taps within the district that are used for drinking or cooking are sampled and tested for lead on a five-year cycle beginning in Fiscal Year 2019. You can view a copy of our water testing results at the district business office or on our website at [www.pierz.k12.mn.us](http://www.pierz.k12.mn.us). Anyone interested in discussing the district Lead in Drinking Water program or test results can contact Tracey Artner, Business Manager, at 320-468-6458 ext. 1904 or [tartner@pierz.k12.mn.us](mailto:tartner@pierz.k12.mn.us).

## **LOCKER/PERSONAL BELONGING SEARCH**

### **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.

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

#### **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 its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials 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 officials 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.

### **III. DEFINITIONS**

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes but is not limited to purses, backpacks, book bags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **IV. PROCEDURES**

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

- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

## **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

## **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

## **MCA REGULATIONS**

### **Parent/Guardian Guide to Statewide Testing**

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

#### **Why statewide testing?**

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

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

#### **Why does participation matter?**

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

- Students who do not participate will receive a score of "not proficient".
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, non credit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.



- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities are negatively impacted if students do not participate in assessments.

## **Academic Standards and Assessments**

### **What are academic standards?**

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

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

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

#### **Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)**

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in the high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### **ACCESS and Alternate ACCESS for English Learners**

- Based on the WIDA English Language Development Standards
- Given annually to English learners in grades K-12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

### **Why are these assessments effective?**

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

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

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

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

### **Are there limits on local testing?**

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted district wide or school wide assessments must not exceed 11 hours per school year.

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

### **What if I choose not to have my student participate?**

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

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

### **Where do I get more information?**

Students and families can find out more on our Statewide Testing page ([education.state.mn.us](http://education.state.mn.us)>Students and Families>Statewide Testing).

### **When do students take the assessments?**

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

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

### **When do I receive my student's results?**

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

### **How much time is spent on testing?**

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

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

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

Minnesota Statutes, section 120B31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

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

I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal: \_\_\_\_\_

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

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS or Alternate ACCESS for ELLs

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

**I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

## **NOTICE TO PARENTS AND STUDENTS**

It is the policy of the Board of Education of District Number 484 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection: therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

## **OMNIBUS DATA PRACTICES ACT**

This act has been changed recently to include the following: Secondary institutions must release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12 within 60 days after the date of the request unless parents and students refuse this release.

If any 11th and 12th graders would like to refuse the release of this data to military recruiters, the student must inform the high school office in writing.

## **PESTICIDE NOTICE**

A Minnesota state law went into effect in 2000 that requires schools to inform school staff, students and parents if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at the school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If there are any questions regarding the Pierz School District Pest Management program or you would like more information on the pesticide application schedule, please feel free to call the school's head custodian, Mark Gruber, at 320-468-6458.

## **PUBLICITY**

Pierz Healy School routinely publishes photographs of students in our newspaper Education Today, as well as the Morrison County Record and our district website and social media. In addition, the school typically provides routine demographic information to respected entities (law enforcement, college recruiters, military personnel, etc.) Any parents or guardians who do not wish to have their child's photograph posted or information provided as stated in the above manners, for any reason, may fill out a request form in the principal's office.

## **WEAPON'S POLICY**

### **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; air guns; 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.

B. "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.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

### **IV. EXCEPTIONS**

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

B. It shall not be a violation of this policy if a non student (or student where specified) falls within one of the following categories:

1. active licensed peace officers;
2. military personnel, or students or non students participating in military training, who are on duty performing official duties;
3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with §97B.045; a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value." b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in

compliance with §§624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or non students conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools. While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with in regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities. A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minn. Stat. §624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

## **V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

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

1. out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. Assembly of available crisis team members for determination of the degree of consequences warranted by the violation.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion--While the school district takes a “Zero Tolerance” position on the possession, use for distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY**

## **NON STUDENTS**

### **A. Employees**

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

### **B. Other Non Students**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location