

# SWANVILLE HIGH SCHOOL



## STUDENT HANDBOOK

**2020-2021 EDITION**

The Swanville School Board adopted the Policies in the Handbook on September 16, 2020.

# BULLDOG GUIDE STUDENT HANDBOOK

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## HIGH SCHOOL STAFF

Superintendent Mr. Eugene Harthan [gharthan@swanville.k12.mn.us](mailto:gharthan@swanville.k12.mn.us) 320-547-5101

7-12 Principal Mrs. Sheryl Johnson [sjohnson@swanville.k12.mn.us](mailto:sjohnson@swanville.k12.mn.us) 320-547-5104

### Art

Ms. Osberg [kosberg@swanville.k12.mn.us](mailto:kosberg@swanville.k12.mn.us) 320-547-5108

### English

Ms. Frie [cfrie@swanville.k12.mn.us](mailto:cfrie@swanville.k12.mn.us) 320-547-5119

Mrs. Herold-Funk [sheroldfunk@swanville.k12.mn.us](mailto:sheroldfunk@swanville.k12.mn.us) 320-547-5115

### Industrial Tech

Mr. Rieffer [jrieffer@swanville.k12.mn.us](mailto:jrieffer@swanville.k12.mn.us) 320-547-5109

### Mathematics

Mrs. Hasse [lhasse@swanville.k12.mn.us](mailto:lhasse@swanville.k12.mn.us) 320-547-5120

Mrs. Peterson [speterson@swanville.k12.mn.us](mailto:speterson@swanville.k12.mn.us) 320-547-5116

### Music

Mrs. Lyon [blyon@swanville.k12.mn.us](mailto:blyon@swanville.k12.mn.us) 320-547-5122

### Physical Education

Mr. Brever [cbrever@swanville.k12.mn.us](mailto:cbrever@swanville.k12.mn.us) 320-547-5113

### Science

Mr. Lee [jlee@swanville.k12.mn.us](mailto:jlee@swanville.k12.mn.us) 320-547-5110

Mr. Rieffer [jrieffer@swanville.k12.mn.us](mailto:jrieffer@swanville.k12.mn.us) 320-547-5109

Mr. McKinley [pmckinley@swanville.k12.mn.us](mailto:pmckinley@swanville.k12.mn.us) 320-547-5109

### Social Studies

Mr. Bzdok [tbzdok@swanville.k12.mn.us](mailto:tbzdok@swanville.k12.mn.us) 320-547-5121

Mrs. Czech [pczech@swanville.k12.mn.us](mailto:pczech@swanville.k12.mn.us) 320-547-5117

Board of Education

Kathy Beckman [kbeckman@swanville.k12.mn.us](mailto:kbeckman@swanville.k12.mn.us)  
Tom Beseman [tbeseman@centralbi.com](mailto:tbeseman@centralbi.com)  
Molly Gerads [mgerads@swanville.k12.mn.us](mailto:mgerads@swanville.k12.mn.us)  
Chris Kircher [ckircher@swanville.k12.mn.us](mailto:ckircher@swanville.k12.mn.us)  
Bill Johnson [bjohnson@swanville.k12.mn.us](mailto:bjohnson@swanville.k12.mn.us)  
Luke Peterson [lpeterson@swanville.k12.mn.us](mailto:lpeterson@swanville.k12.mn.us)

Welcome to Swanville High School! The curriculum and activities programs here have been designed to challenge students of all interests and abilities. We hope that you take advantage of the opportunities that are available to you and that the year will be both rewarding and enjoyable. Attending classes and taking an active role in school is your business for the next nine months, please make good use of your time and you will benefit and succeed. This booklet provides information for you to use to be successful. It tells you what is expected of you and what services and opportunities the school offers you. We hope that you strive to do your best and have a successful school year.

**Mission Statement: To provide a meaningful education through a safe and caring environment.**

**Vision: To provide in partnership with parents and community, a quality education so that all students are able to reach their full potential with a caring, secure environment.**

***BASIC VALUES***

All students and staff of our school will be expected to adhere to the following basic values:

- 1. Learning takes precedence over every other activity in this school.**
- 2. Don't interfere with anyone's education, including your own.**
- 3. Respect property; yours, the school's, and others.**
- 4. Treat everyone in the building with respect and courtesy.**

***TITLE IX, 504, ADA, NONDISCRIMINATION POLICIES***

Copies of these policies and names of the coordinators are posted on the bulletin board by the high school media center, in the high school and elementary workrooms, and are available in the main office.

***ACCESS TO SCHOOL DISTRICT POLICIES***

Copies of all school district policies may be obtained from the school district office. Summaries of important school district policies that effect high school students and parents/guardians are included in this handbook. This handbook was approved at the September 16th Board of Education Meeting. This handbook may be changed or amended at any time during the school year. Changes will be posted in the building Main Office.

### ***PLEDGE OF ALLEGIANCE***

Minnesota State statute provides that all public school students shall recite the Pledge of Allegiance of the United States of America one or more times each week. At Swanville High School we will do the Pledge once each week. Any student or staff may decline in the recitation of the Pledge and each student and staff member is directed to respect that person's right to make that choice.

### ***PROTECTION AND PRIVACY OF PUPIL RECORDS***

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

The school will maintain records on all students. Information included in these records may not be released without written parental consent except under two circumstances.

1. A transcript of student records will be forwarded to another school when a student transfers.
2. A transcript will be sent when a student applies for admission or scholarship to a post-secondary institution. Parents and students may view these records upon giving written request to the office.

### ***STUDENT DISABILITY NONDISCRIMINATION***

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

### ***STUDENT GENDER NONDISCRIMINATION***

The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of gender. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of gender. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of gender.

### ***DUE PROCESS***

Swanville Public School will not deny due process or equal protection of the law to any public-school pupil involved in a dismissal proceeding, which may result in suspension, exclusion, or expulsion as prescribed in the Minnesota Pupil Fair Dismissal Act of 1974.

## **I. PROGRAM OF STUDIES**

### ***BELL SCHEDULE FOR CLASS PERIODS***

*Period 1 8:15-9:03*

*Period 2 9:07-9:55*

*Period 3 9:59-10:47*

*Period 4 10:51-11:39*

*Period 5 and Lunch 11:40-1:01 Classes will be split and will either be on first or second lunch.*

*Period 6 1:05-1:53*

*Period 7 1:57-2:48 Classes will be dismissed by bells a minute apart to avoid large groups in the halls at once.*

### ***HOMEROOM***

*Homerooms will meet as needed and decided by staff and administration.*

*Homeroom Assignments for 2020/21 are as follows:*

*7<sup>th</sup> Grade Mrs. Hasse*

*8<sup>th</sup> Grade Mr. Bzdok*

*9<sup>th</sup> Grade Mrs. Czech*

*10<sup>th</sup> Grade Mrs. Peterson and Mr. McKinley*

*11<sup>th</sup> Grade Mr. Lee and Ms. Osberg*

*12<sup>th</sup> Grade Ms. Frie and Mr. Rieffer*

### ***CHANGE OF PROGRAM AND ADDING AND DROPPING CLASSES***

Any changes in your programs must be made during the first week of each quarter and all changes must be made in the Administrative office. Adding or dropping a course requires a parent, all teachers involved, and an administrative signature. All students are to be registered for seven classes, unless approved by administration. If a course is dropped after the first full week of the respective quarter, it will appear as a failure on your record.

### ***CLASS STANDING AND CREDITS***

Starting with the 2017/18 school year High School students may earn 26 credits their freshman year and 26 credits each year thereafter. *For the 2019 school year this changed to 28 credits per year. Graduating class 2021 will need 108 credits, 2022 will need 110 credits and 2023 and on will need 112 credits.* Credits and grades are awarded at the end of every quarter.

*Beginning with the 2019/20 school year, students must attain 24 credits (which still leaves them 4 credits short) before their sophomore year or they will be classified as freshmen.*

*Students must attain 50 credits (which still leaves them 4 credits short) before their junior year or they will be classified as sophomores.*

*Students must attain 76 credits (which still leaves them 4 credits short) before their senior year or they will be classified as juniors.*

*Students may be short one credit (100 credits) going into their 4th quarter and still participate in senior activities and graduation. Seniors entering 4<sup>th</sup> quarter may be only one credit short in any one core credit area and still participate in graduation. In order to graduate on time, the following credits should be completed by the end of each quarter:*

*Sophomore year*

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>	<i>Quarter 4</i>
33	40	47	54

*Junior Year*

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>	<i>Quarter 4</i>
59	66	73	80

*Senior Year*

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>	<i>Quarter 4</i>
87	94	101	108

**Class standing is determined by the number of credits successfully completed and NOT by the length of time that you have been in school.**

***COLLEGE IN THE HIGH SCHOOL/ITV***

Students at SHS may register for College Credits by taking ITV courses and/or online courses. These courses are college level and as such the expectations are that the student will handle the academic work accordingly. College courses may only be dropped the first week of the semester. After that if a student were to drop they would receive a W on their college transcript, which may affect them in the future. Students must meet the following requirements to be placed into ITV Courses.

- *Take the Accuplacer assessment. A minimum score of 237 in reading is needed for placement in any college course. A score of 250 or higher in the Reading portion is required for placement into Composition 1 and 2. A score of 265 or higher in the Next Generation Quantitative Reasoning, Algebra and Stats portion of the test is necessary for Beginning College Algebra placement. A score of 250 or higher is needed in the Next Generation Advanced Algebra, or a math ACT score of 22 for placement in College Algebra math courses.*



Students that do not have class in session that day must either be in the library or sign out in the office to go home. Students must have parent permission to leave. *This privilege may be taken away if used inappropriately.*

*For the 20/21 School year Accuplacer requirements have been waived. Students must have a 3.0 cumulative gpa as a junior and a 2.5 as a senior in order to take college credit courses. Students wishing to take Spanish 1 or 2 must have a 3.0 gpa or higher to enroll. They must be in good standing.*

### ***BRIDGES ACADEMY***

Students may earn a Bridges Academy Certificate by taking the following classes in Industrial Tech. This may be taken over the course of their high school career.

Classes include: Basic Woods, Advanced Woods, Cabinetry, Carpentry/CAD. Upon successful completion students will receive a certificate and will also earn a green Honor Cord to be worn at Graduation. More information is available from Mrs. Johnson.

### ***GRADING SYSTEM***

Grades are issued to all students and their parents at the end of each quarter. All report cards are sent home with students. Teachers post students' assignments and test results on Infinite Campus. Parents may obtain a password from the school to log in and monitor their student's progress. The grading scale for all high school classes is as follows:

- A 93%
- A- 90%
- B+ 87%
- B 83%
- B- 80%
- C+ 77%
- C 73%
- C- 70%
- D+ 67%
- D 63%
- D-60%

### ***WEIGHTED GRADE POLICY***

Swanville High School has a weighted grading system. The purpose of this policy is to encourage students to take harder classes and to reward those that do take them. The following courses will be weighted: Intro to College Algebra, Chemistry, and all college courses.

The list of courses that are weighted will be reviewed periodically.

Conditions of the policy

1. Grades will be weighted at the end of each quarter, if available. Many college courses only grade at semester. Once received, transcripts will be adjusted accordingly.
2. Students will receive report cards with their regular teacher grades. However, when the grades are placed on the transcript Infinite Campus will automatically add .333 to the GPA.

A request may be made that a course be considered for weighting by providing evidence such as the course description, course syllabus, and/or samples of the student's work in that course. Each course will be reviewed and considered by the review committee on a case-by-case basis.

### ***REQUIREMENTS FOR HIGH SCHOOL GRADUATION***

Each student must complete 108 quarter credits in order to graduate, which must include passing all the core classes listed below. Each student must complete 100 quarter credits by the end of the third quarter in order to participate in graduation ceremonies. Seniors entering 4<sup>th</sup> quarter may be only one credit short and still participate in graduation.

**Grade 9** - English (4 credits), Math (4 credits), Civics (4 credits), Physical Science (4 credits), Physical Education/Health (4 credits)

**Grade 10** - English (4 credits), American History (4 credits), Biology (4 credits), Math (4 credits)

**Grade 11** - English (4 credits), World History/World Geography (4 credits)

**Grade 12** - English (4 credits), Social Problems (2 credits) Economics (2 credits)

12 quarters of math and also of science must be satisfactorily completed during grades 9 - 12 (12 credits per subject). One full year of a combination of physics and or/chemistry must be completed. In addition, 1 full year (4 credits) must be completed in the area of fine arts. Classes that meet this requirement are band, art, and media. The remaining credits are elective and may be selected from other courses offered. *Students must register for 7 credits per quarter.*

Students may earn quarter credits toward graduation by being a Teacher's Assistant (TA). Students must be passing all classes in order to continue their TA status. Any student that is down more than 2 credits may not be a TA. Junior and senior students may be a TA for a full year. A student who serves as a TA will be graded on a pass/fail basis. For the 1<sup>st</sup> and 4<sup>th</sup> quarters, the student must write a paper on their experiences as a TA. For the 2<sup>nd</sup> and 3<sup>rd</sup> quarters, the student must meet with their supervising teacher.

*The local School Board of Swanville requires the equivalent of one full year of Physical Education during grades 9-12 to meet graduation requirements. Students may substitute one season of participating in varsity sports for one semester of physical education.*

*The class of 2021 and forward are required to pass the Civics test given by the state of MN.*

The Salutatorian and Valedictorian will be selected based on GPA after the end of second quarter. This is done so that students that may be in college credit classes have an equal opportunity as many times the grades for college credit classes are not submitted until the end of semesters. All Honor Roll placement and standing for seniors will be based on grades at the end of second quarter.

### ***HONOR ROLL***

Students who receive a B average or better based on their grade point average (GPA) of all classes will receive special recognition. The GPA is computed by assigning a number to each letter grade as follows:

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = .667
C+ = 2.33	F = 0.0

A numerical average of 3.667 must be achieved in order to be included on the A Honor Roll, and a 3.000 for the B Honor Roll.

### ***SCHOOL DISTRICT TESTING PLAN***

It is the policy of the school district to implement procedures for testing, test security, reporting, and documentation, notification to students and parents and student record keeping in accordance with Minnesota law.

### ***JUNIOR HIGH PROMOTION POLICY***

In junior high (grades 7 and 8) promotion is based on the number of classes passed in the basic skills areas of science, social studies, math and language arts. A student takes four of these classes each grading period (9 weeks) for a total of 16 basic skills classes for the year.

*By the end of the school year, if a student has either failed three (3) quarters in any two areas (6 credits) of the sixteen (16) basic skills classes listed above OR fails 3 or more core classes in any quarter, he or she will be retained. By attending summer school, with permission of the administration, the student may be allowed to move on to the next grade level.*

## ***CARE OF TEXTBOOKS AND OTHER SCHOOL MATERIALS***

Students are responsible for their assigned textbooks and will be required to pay for damages to the textbooks resulting from other than normal use. DO NOT let your books lie around in the hall, etc. during the noon hour or overnight. Various kinds of school owned materials might also be issued to you for your use. Students are also responsible for the care of these materials and should return them in good condition. If loss, theft, or damage beyond normal wear does occur, you will be required to pay all or part of the cost of replacement. This includes all library materials.

## **II. STUDENT SERVICES**

### ***COLLEGE/CAREER COUNSELOR***

The primary purpose of the counselor is to help students with the following:

1. To help with the selection of school subjects and plan a program of study.
2. To obtain information pertaining to colleges.
3. To obtain information on specific vocations, and apprenticeship opportunities.
4. To obtain information pertaining to Armed Forces.
5. To make application for college entrance examination.
6. To obtain information on scholarship and loans for post high school education.
7. To obtain help in the interpretation of standardized test results.
8. To assist students in participating in Post-Secondary Option Programs.

We have a staff person from the MN Workforce Center here once a week who works with students in grades 9-12 on career planning and building their career portfolio.

### ***HEALTH SERVICE – SCHOOL NURSE***

If you are sick or hurt during the school day, please come to the office. If you get sick during class, please inform the teacher if time allows, but just get up and leave the room if it is a real emergency. It is not acceptable to stay in the restroom until you are better **or to go home without reporting to the office. The nurse may approve an excused absence when leaving if the student sees the nurse and she determines the student needs to leave. The nurse will be here Monday through Thursday until 12:15.**

Students should have someone in the office call parents or guardians regarding leaving school. *If you have COVID symptoms, please contact the nurse or the office and we will make arrangements and let you know the next steps. Further information and our mask policy are all located on our district website.*

### ***INTERNET USE POLICY***

#### **Swanville Schools Technology Usage Policy**

##### **Technology Mission Statement**

The mission of the Swanville School district is to provide an educational environment that allows each student to reach his or her full potential. As a district we realize the role

technology plays and will continue to play in this area. For this reason, we will support the use of a school wide network and any associated technologies.

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually challenging environment Swanville provides and will maintain a variety of technology resources and will provide access to them under the guidelines of this policy.

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Swanville School District. Use of any and all technology resources is a **privilege and not a right**. These privileges may be removed temporarily or on a permanent basis for users that do not follow these guidelines. There may also be other consequences for said student resulting from their decision to not follow these guidelines. The decision of the technology coordinator and administration is final.

Access:

- A. The use of all Swanville School technology resources is a privilege, not a right and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- B. Individuals may use only accounts, files, software and technology resources that are assigned to him or her.
- C. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network.
- D. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data.
- E. Individuals identified as a security risk may be denied access.
- F. Individuals must not attempt to disrupt; any computer services or data by spreading viruses.
- G. Individuals must not attempt to modify technology resources, utilities and configurations or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

Privacy:

- A. To maintain network integrity and to ensure that the network is being used responsibly, the Technology Coordinator reserves the right to review files and network communications.
- B. Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, workstations, the Internet, user accounts.

During these procedures it may be necessary to review e-mail and or files stored on the network.

C. Users are to avoid storing personal and/or private information on the district's technology resources. This includes items such as music files.

Copyright:

A. Illegal copies of software may not be created or used on school equipment. Any questions should be directed to the Technology Coordinator.

B. All students will be instructed on copyright policies and procedures.

C. Users should not purchase software without consulting the technology staff.

Electronic Mail:

A. The Swanville School District provides access to electronic mail for all employees, and also for students in grades 3-12. Students will be provided with a Google Account for email and documents. These accounts will be disabled six weeks after graduation or immediately if the student leaves the district. It may be a good idea to use this account solely for education purposes and to have a personal email account for personal needs. Students should be responsible users of this resource.

B. Personal use of electronic mail is permitted as long as it does not violate school policy and/or adversely affect others or the speed of the network. Swanville schools e-mail accounts may not be used for personal or political gain, nor for attempting or successfully sending anonymous messages.

C. Any students using email inappropriately will lose their access to their account, and may face further consequences including:

1. Removal from the network except for certain applications
2. Removal from the class and potential loss of credit

Internet:

A. The intent of Swanville Schools is to provide access to resources available via the Internet with the understanding that faculty and students will access and use information that is appropriate to the curriculum.

B. Teachers will screen all Internet resources to be used in the classroom.

C. Students will gain access to the Internet by providing written permission from their parents.

Internet Filtering:

- A. Internet access for all users is filtered, through one central point, by URL and IP address.
- B. Internet searches are filtered by keyword.
- C. URLs and IP addresses may be added to or deleted from the filtered list by the district office.
- D. Although we do have filtering in place, realize that students and staff may still access inappropriate sites. It is up to the user to make good decisions about sites.

Examples of Inappropriate use of resources:

- A. Using another user's password or attempting to discover what another user's password is;
- B. Sharing your own password;
- C. Downloading, installing, or copying software of any kind onto a workstation, network drive; or other device
- D. Harassing, insulting or attacking others via technology resources;
- E. Damaging computers, computer systems or computer networks;
- F. Intentionally wasting limited resources such as disk space and printing capacity. This includes printing things for use other than school purposes;
- G. Accessing inappropriate web sites (Violence, any illegal activities, satanic, sexual, etc.);
- H. Sending, displaying, downloading or saving offensive messages or pictures;
- I. Participating in on-line chat rooms without the permission/supervision of a staff member;
- J. Posting false, damaging or personal information about other people, the school or other organizations;
- K. Violating copyright laws;
- L. Use of technology resources to create illegal materials;

Any questions about technology usage should be directed to the technology coordinator or to the administration.

Consequences for abusing technology resources:

#### *Printing*

Unauthorized personal printouts and excessive printing:

1<sup>st</sup> offense - loss of computer privileges for 1 week and pay for copies at 10 cents per page

2<sup>nd</sup> offense - loss of computer privileges for 2 weeks and pay for copies at 10 cents per page

### *Inappropriate Logins*

Students who use / attempt to use other user login names and/or passwords:

1<sup>st</sup> offense - loss of computer privileges for 2 weeks

2<sup>nd</sup> offense - loss of computer privileges for 4 weeks

3<sup>rd</sup> offense - loss of computer privileges for 8 weeks

### *Inappropriate Internet/Computer Activities*

Students who play games or unauthorized use of audio, video or image files/sites:

1<sup>st</sup> offense - loss of Internet privileges for 1 week

2<sup>nd</sup> offense - loss of Internet privileges for 2 weeks

3<sup>rd</sup> offense - loss of Internet privileges for 4 weeks

Students who install / attempt to install applications from any source:

1<sup>st</sup> offense - loss of computer privileges for 4 weeks

2<sup>nd</sup> offense - loss of computer privileges for 8 weeks

3<sup>rd</sup> offense- loss of network access

Students defacing or using computer equipment in a destructive manner:

1<sup>st</sup> offense - loss of computer privileges for 4 weeks

2<sup>nd</sup> offense - loss of computer privileges for 8 weeks

3<sup>rd</sup> offense- loss of network access

If equipment is damaged, a replacement or repair fine will result.

In many classes, the use of computers is part of daily class works so loss of network privileges is not something that should be taken lightly. Policies are in place for a reason and though we are understanding of the hardship this may place both on students and teachers, it is ultimately the student's responsibility to use resources properly so the above scenario does not take place.

### *Reporting Procedures*

A discipline form will be sent home stating why and how long the student has lost their privileges.

A copy will be filed in the student's records. Guardians may also receive a phone call.



## ***SCHOLARSHIP INFORMATION***

Our high school has many scholarships available to students through a variety of resources. Working with staff, students may obtain information regarding applications for scholarships as available. All scholarships are considered through an application process.

## ***III. GENERAL INFORMATION***

### ***ADMIT SLIPS***

A student who has been absent from school must, upon his/her return, bring a written note signed by one of his/her parents/guardians. This written excuse must show the exact time of the absence and the reason. The parent/guardian can also call the school to report the student's absence. A student needing an admit slip should report to the office before the warning bell. Students who do not have a written attendance excuse will be marked unexcused and will be required to bring a note.

### ***ARRIVAL AT SCHOOL***

Once students arrive at school, whether via the bus or by car they are considered to be in attendance and may not leave the grounds without permission.

### ***ATTENDANCE LAW***

According to Minnesota State Law a student is "continuing truant" if they are absent from instruction in a school without a valid excuse in a single school year for seven or more class periods, in any one given period. Truancy will result in disciplinary action. Student(s) who are truant from class more than 15 minutes will be counted as absent for that hour. The student(s) will have to make up 2 hours of detention. This includes leaving the school without permission.

### ***ATTENDANCE POLICY***

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

To earn a credit in a quarter course at Swanville High School a student must satisfactorily complete all course work and tests as assigned. When students are absent, they will have two days for each day gone to make up work. The missed work is due every two days consecutively based on the number of days absent. This is also subject to individual teacher expectations.

There will be a limit of five (5) counted absences per quarter in a class, a limit of 10 per year per class. School sponsored activities will not count toward the total of five counted absences. After the third counted absence, a letter will be sent to the parent/guardian. If a

student is absent from a class more than five (5) counted times in a quarter, detention will be assigned, one-hour detention for every hour missed.

*With the COVID 19 pandemic absences will be looked at by administration and the nurse. This will be on a case by case basis. If students are in quarantine due to COVID, but still feeling well enough to work from home, they will be noted as WH in Infinite Campus and there will be no absence.*

The following absences are non-counted toward the above absence limit:

1. Family emergency
2. Funeral
3. Physical emergencies such as fire and flood
4. Medically verified illness
5. Medically verified appointments (doctor, dentist, court appointments)
6. Special religion services, events, mission trips
7. In-school suspension or out of school suspension
8. School related absences
9. Pre-approved college visits (only students in grades 11 and 12).
10. Absence related to a documented disability, with accommodations provided in writing in a 504 or IEP plan.

Medically verified illnesses or appointments are ones that have written proof, which includes time and date of appointment, and signature of doctor, dentist, or court official. Students should be in school as much as possible, try and schedule appointments for beginning or end of day, students should return to school as soon as possible after appointments and be in attendance prior to appointment, leaving enough time for driving. This proof must be given to office within 5 school days of absence.

The following absences are counted toward the above absence limit:

1. Needed at home
2. Illness not verified by physician
3. Appointments (haircuts, senior pictures, etc.)
4. Family activities (example: hunting, fishing, shopping, etc.)
5. Working during the school day
6. Family vacations (unless pre-approved, in writing at least three days before vacation, up to 10 days)
7. All other parent approved absences.

If a family plans on taking a family vacation for more than five consecutive days, they can request, in writing, pre-approval at least three days before vacation. With this pre-approval of up to ten days, detention will not be assigned, and these will be considered non-counted days. Each student has a limit or cap of 7 counted days for the school year. Detention will be assigned after the 10 days.

When the student knows he/she is going to be absent the student must provide the office with advance notification from parent/guardian stating the reason for the absence. Also,

an advance make-up form must be picked up and filled out by all teachers and signed by parent/guardian.

The first three (3) tardies in one class will be equal to one (1) counted absence, and each tardy thereafter is a counted absence. A student is tardy when he or she appears beyond the scheduled time that class begins (unless the student has a pass from a teacher). Being out of class for more than 15 minutes is considered an absence.

Students must be present for a minimum of three class periods in order to participate in events. The exception to this would be for attendance at a funeral.

The responsibility for attendance is with the student and the parents. Attendance concerns related to the student's disability (as verified by the 504 or IEP team and building principal/administrator and/or superintendent) will be addressed in the 504 or IEP plan on a case-by-case basis. Parents with concerns should contact the building principal for possible referrals.

### ***AUTOMOBILES AND OTHER MOTORIZED VEHICLES***

Safe and courteous driving is expected of every student driver. Students finding it necessary to drive to school should drive very carefully, especially around the school building. **NO STUDENT MAY USE HIS/HER CAR DURING THE SCHOOL DAY AND OTHER STUDENTS ARE NOT TO BE PASSENGERS IN ANY VEHICLE DURING THE SCHOOL DAY.** This includes noon hour. Violators of this regulation will be subject to disciplinary action. The above rules also apply to motorcycles. Students who drive to school will be required to park their vehicles in the student parking lot off the west end of the gymnasium. Any cars improperly parked may be towed away at the owner's expense. All students who drive to school will be required to display a parking pass sticker in their left rear window. This is being done to attempt to ensure safety while at school. All vehicles must display one. You will be required to provide make, model and license number when picking up your sticker(s).

### ***CANCELLATION OF SCHOOL***

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. The same conditions may also necessitate a delayed starting time or early dismissal. School closing, delayed starting time or early dismissal will be announced over the following radio stations: KLTF - Little Falls, KEYL - Long Prairie, KASM - Albany, WCCO - Minneapolis. Reports in the morning will be between 6:30 and 7:30 a.m. If no report is heard, it can be assumed that school will be in session. Also, calls will go out using Infinite Campus. Please check your account to make sure that all numbers and emails that you wish to have alerted are checked. **PLEASE DO NOT CALL THE SCHOOL.** Telephone lines must be kept open for emergencies.

### ***CELLULAR TELEPHONES AND OTHER PERSONAL ELECTRONIC DEVICES***

Personal Electronic Devices for the purpose of this policy consist of: cell phones, mp3 players, iPods of all sorts and personal gaming devices. The use of Electronic Devices during the school day is a privilege.

The use of Electronic Devices is *allowed on a case by case basis in individual classroom* and noon hour. No EDs will be permitted in after school detention or during any time of In-School Suspension. No EDs will be allowed in Physical Education classes.

During testing or if the teacher feels it is necessary as part of the day to day running of class, individual teachers may ask for other accommodations such as moving all EDs to the teacher's desk.

Administration reserves the right to inspect student's ED(s) and the device(s) may be confiscated if being used inappropriately. Examples would be: inappropriate texting, inappropriate websites, etc.

Students must follow the school network policy regarding content and appropriate use.

Students are responsible for their own devices. If it is brought to school, the school cannot guarantee its safety.

Consequences: The ED going off during class, using the ED during class without permission or refusal to turn the ED over to a staff member upon his/her request or inappropriate use etc. will be subject to the following consequences:

First Offense: The student and/or parent can pick up the ED at the end of the day. The ED will be labeled and put in the safe in the main office.

Second Offense: The student will lose the ED for three days and will also be given one hour of detention, which is to be served following the detention policy. The student may take it home for the night as long as he/she returns it the next morning.

Subsequent Offenses: A conference with the parents will be scheduled. At that point consequences will be determined as well as potential consequences for any future violations.

Headphones are not to be worn during class and passing. A teacher may allow students to use headphones while doing homework and classroom work at their discretion.

### ***DANCES***

Swanville dances are for Swanville students and their guests only. Guests must be signed up in the office prior to the dance. Once students have entered any dance, they may not leave unless they do not plan to return. Students will not be admitted to on campus dances after specified time.

### ***DETENTION***

Detention not served will accumulate from year to year. If detention hours are not made up, the student will not be allowed to participate in school functions such as: senior class trip, homecoming royalty, prom, class trips, extra-curricular activities that require missing class time, and etc. This detention will only be served after school from 2:45 – 3:30 (*one hour per day*) Monday – Thursday excluding days before holidays. Students must be in the detention room by 2:50 pm with study materials. There will be seats assigned. If students are asked to leave by detention teacher because of misbehaving, detention will not be counted. No pop, food, radios, or games will be allowed in the detention room. If a student leaves the district any detention not served will remain in the student's record in the office and must be served upon returning

Also, detention can be made up on reward times such as bowling, skiing, and the video before Christmas, etc. The number of hours will be determined at the time of the reward.

Students may receive detention for various reasons, which may include: disrespectful, disturbing class, tardiness, antagonistic toward class routine, damage to school property, swearing, inappropriate language, etc.

1. When detention is assigned, a staff member will fill out a disciplinary form and the office will send a copy to parents or guardians.
2. Students will have two days to begin serving their detention. This time allows students to make the necessary arrangements with parents, coaches, etc.
3. Other than an absence a student will be expected to show for detention.
4. Students having afterschool detention may not participate in after school activities from 3:15 to 4:00. They may attend practice after detention has been served.

All detention, including behavioral, attendance, and parking, must be made up before a student can participate in non-graded extra activities in school. Students who have received an F from the past quarter will not be allowed to participate in non-graded extra activities in school. If the student is passing the failed class at midterm they will be able to participate in extra activities during school hours.

### ***DRESS AND GROOMING***

The appearance of the student is primarily the responsibility of the student and his or her parents. Students are expected at school to be clean, well-groomed and dressed in clothes that are in good taste and not disruptive to the educational process.

Students will be allowed to show individuality in dress; but the following are not acceptable at school or school activities for both boys and girls:

- No hats, caps, bandannas *as head coverings*, jackets or coats may be worn during school hours. This includes having hoods up on hooded clothing. Special permission to wear them for specific occasions may be granted by the administration.

- Shoes with cleats, spikes or other material on the soles or heels that mark floors.
- Halter tops, crop tops, or shirts that expose the navel/midriff.
- Shorts and miniskirts must be a minimum of fingertip length.
- Clothing or articles with objectionable emblems, signs, words, objects or pictures communicating a message that is racist, sexist, or otherwise derogatory to a group or which stands for gang membership.
- T-shirts or other clothing bearing obscene pictures or language (including double meanings) or that advertises or suggests approval of drugs, alcoholic beverages, or tobacco.
- Muscle shirts and shirts with spaghetti straps.
- Clothes that have underwear showing including bra straps and boxer shorts.

Students wearing inappropriate shirts or hats will be sent to the office to turn in the offending shirt and to be supplied with a shirt for the day. The offending clothing will be kept in the office until the end of the day of school unless a parent/guardian comes to collect it. If the shirt is worn again after a warning the shirt will stay in the office until the end of the school year.

### ***EMERGENCY DRILLS***

Fire drills are required by law to be practiced during the school year. Detailed directions for the orderly conduct of these fire drills are provided for each teacher. The teachers will explain the procedure to their respective classes.

Minnesota State statute requires that each spring that public schools practice a tornado response drill.

School safety and crisis intervention are an ongoing issue. Therefore, we will practice building lock downs throughout the course of the school year. During these drills, students are to remain in their classrooms under the supervision of a staff member and the building will be closed while we are practicing these emergency drills.

### ***FOOD/DRINKS IN CLASSROOMS***

Only water and flavored water is allowed in classrooms during regular class time. No juice or food is allowed in the classroom unless by special permission of the teacher, for example, a birthday or other special occasion.

### ***IMMUNIZATION REQUIREMENTS***

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

### ***LEAVING THE BUILDING DURING SCHOOL HOURS***

Students needing passes to leave the building during the school day must get their passes before school in the morning. Students should not come to the office for passes between classes or at other times during the day except in the case of an emergency. Students requesting permission to leave the school building during the school day must have a written request from their parents/guardians. ANY STUDENT LEAVING THE BUILDING OR LEAVING THEIR CLASS WHILE WALKING TO VARIOUS OUTSIDE AREAS WITHOUT A PASS WILL BE CONSIDERED TRUANT AND SUBJECT TO DISCIPLINARY ACTION.

### ***MEDICATIONS***

Medicines Included: Over the Counter (Non-Prescribed), Prescribed

The school district acknowledges that some students may require prescribed drugs or medication during the school day. In accordance with MN. Statute 123.35, sub. 16, a building administrator, certified teacher, or school nurse, may administer medications.

- 1) Parents MUST sign a release requesting medication be given in a school setting.
- 2) ALL prescription medication must be received in a pharmacy labeled container specifically for the designated student. School personnel mentioned above must administer all prescription medicine. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- 3) Nonprescription Medication: A secondary student may possess and use nonprescription pain relief medication in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. ALL over the counter medications must come in an original container.

**An authorization form has been included at the end of this handbook**

### **ADMINISTRATION OF CONTROLLED SUBSTANCES BY SCHOOL STAFF**

(Includes ADHD medication, antidepressants, and pain medication specifically prescribed by a doctor)

- 1) ALL medication must be received in a pharmacy labeled container specifically for the designated student.

- 2) PARENT must sign a release requesting medication be given in a school setting.
- 3) All controlled substance medication must be kept in a locked, secure area.
- 4) Upon receiving medication at school, it must be counted and recorded by 2 staff members.
- 5) Each time a medication is given it must be recorded on a medication administration form.

## **CONSEQUENCES FOR VIOLATIONS**

Violation of the Controlled Substance Policy will follow the discipline guidelines for the Chemical Health Policy.

Violation of the Prescription/Non Prescription Policy

1. Upon the first infraction:  
Parent will be notified to either pick up the medication or to fill out the appropriate paperwork.
2. Second and subsequent infractions:  
Will result in one day of in-school suspension for the second and each subsequent infraction.

## ***MEDICAL PASSES***

Students requesting dental or medical passes will be expected to present an appointment slip from the doctor's office or a request signed by one of their parents/guardians. Medical and dental passes will be issued between 7:50 and 8:15 A.M. Students must follow the school procedure to leave the building during school hours. Any student leaving school without a pass will be unexcused.

## ***MEDICAL EXCUSES FROM PHYSICAL EDUCATION CLASS***

You will not be excused from physical education classes unless you present one of the following in writing:

1. Doctor's excuse - This excuse must include length of time for non-participation from regular physical education. You must present your excuse to the Administrator in the morning before school and he/she will give you the proper excuse to present to your physical education teacher.
2. Parental excuse - This is valid for one class meeting in a case where you have just returned to school after a sustained illness or accident.

## ***POSTER AND SIGN PROCEDURES***

The high school office must approve all posters put around the school. The Administrative office staff can approve the posters. Any poster or informal message put up around the building that does not have the approval from the office will be removed.

## ***PROM***



Prom is a formal dance hosted by the junior class to which the senior class is invited as special guests. The normal SHS handbook rules for dances apply, plus some requirements which are specific to this dance. There is a specific permission form that will be distributed prior to prom. Students will not be admitted to the prom after 9:30 pm. Once students have entered the dance, they may not leave the building unless they do not plan to return to the dance.

Persons may choose to attend with a date or as an individual. They may choose to participate in the grand march, or they may opt out of the grand march but still attend the dance.

Guest Qualification: Juniors and seniors may invite a guest from another school provided the guest has been registered by the set date and is qualified as follows: Any students attending must fill out the prom agreement/permission form. Guests who are not high school students may be required to show identification as proof of age.

Age of attendance: Minimum age of guests is grade 9, and a junior or senior must invite them. Maximum age of guests will be 20 years old.

Dress: Young women shall wear a formal or semiformal dress, skirt or dress pants and blouse to this event. No unlined see-through fabrics will be allowed. The style of dress should be age appropriate, precluding revealing high cut slits, plunging necklines or backlines. Gentlemen may choose formal attire, a suit, or may dress in a dress shirt, tie, and dress pants.

### ***SCHOOL APPAREL POLICY***

This policy is in effect for any of the Swanville School's activities that are not a paired one.

School Colors: Royal Blue and White. Paired colors with Upsala: Red, White and Blue

1. Any school team uniform or clothing worn by the team to represent the school must be in the school colors and have the Swanville name and the approved Bulldog logo. Gray is an approved accent color. As new uniforms are ordered, this will be phased in. We will not be ordering all new uniforms at one time. Exceptions: It is acceptable for an orange basketball, brown football, yellow softball, red tongue on the Bulldog logo, etc. to be on the uniform or warm-up.
2. Clothing or apparel ordered by any organization affiliated with the school, or using Swanville High School, SHS, Bulldogs in its design must follow the policy of using only royal blue or white. A gray base color or accent color for the t-shirt, sweatshirt, etc. is also acceptable as long as the school colors are part of the apparel. The Bulldog logo is optional. Again, orange basketballs, etc. are acceptable. The exception to this policy is the Senior Class T-shirts.
3. The Lady Bulldog Volleyball team may have black shorts as part of their uniform. This is the only team that is allowed to do so.
4. The color black may be used as a border on numbers and letters of uniforms.

### ***SCHOOL LUNCH***

Swanville Schools Food Service Program is dedicated to providing high quality, nutritious meals each day school is in session. Studies show that school meals contribute substantially to an increase in classroom performance and to higher test scores. There is a specific link between nutrition and learning.

Students have approximately 30 minutes to eat lunch each day. They may either bring their own lunch from home or deposit lunch money into their account in the office to eat lunch at school. The price for lunch is \$2.80 for high school students. Students who qualify for reduced meals eat for free. Extra milk may be purchased for 40 cents. Seconds on lunch will be \$1.10. Students cannot order in lunches from other establishments.

Lactose – reduced milk is provided upon written or verbal request from parent or guardian. Juice is not a substitute for milk.

FREE or REDUCED-PRICE Meals – a new application is required each school year. Applications are mailed to all households in the district early in August or can be picked up at any of the schools or can be downloaded from the district website under the Food Service tab. You may apply for free or reduced-price meals anytime during the school year. Allow 10 days to process free & reduced applications, you will be notified by mail of your eligibility.

### ***SWANVILLE SCHOOL DISTRICT UNPAID LUNCH BILL POLICY***

Swanville School District Policy #544

#### UNPAID MEAL CHARGES

Revised: June 21, 2017

##### I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

##### II. PAYMENT OF MEALS

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$50 (\$150 for family accounts) to this account. When an account reaches this limit, a student will not be allowed to charge meals or ala carte items or go back for seconds until additional money is deposited in the student's account.

Once that account is -\$50/-150 for regular pay lunches:

1. The student(s)/individual(s) may bring a lunch from home.
2. If the student(s) eat the school lunch, he/she will be provided a bag lunch of a sandwich, fruit/vegetable and milk instead of the regular lunch meal.

3. The student(s) still will get charged for a regular meal.
  4. The student(s) will not be served a regular lunch until the lunch bill is below the cap.
  5. Staff will not be served a lunch.
  6. Any student who has a negative lunch account cannot get seconds.
  7. Students on regular lunch accounts with a negative balance cannot be served breakfast.
- B. If the school district receives school lunch aid under Minn. Stat. 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
  - C. A student with an outstanding meal charge debt (-\$50/-150) will be allowed to purchase a meal if the student pays for the meal when it is received.
  - D. The school district may provide an alternative meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay for a meal. (see above) The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternate meal is the same as a regular meal and will be charged to the student's account or otherwise charged to the student.
  - E. If a parent or guardian chooses to send in one payment that is to be divided to sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless permission is received by the parents

### III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal accounts are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once there is a negative balance. Parents will be notified twice a month when their student(s)' account is in the negative. The lunch balances can also be found online for the parents' convenience. Letters will be sent home, or phone calls made, weekly once an individual(s)' account is at -\$50/-150.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

### IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than -\$50/-150 not paid prior to the end of the school year will be turned over to the superintendent or the superintendent's designee for collection. Collection options may include, but are not limited

to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

- D. The school district may not enlist the assistance or non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. Payments can be made at the school or online through Infinite Campus. Credit cards are accepted. Contact the school to make payment arrangements.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. all households at or before the start of each school year;
  - 2. students and families who transfer into the school district, at the time of enrollment, and;
  - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

LEGAL REFERENCES:

Minn. Stat. 124D.111, Subd. 4

42 U.S.C. 1751 et seq (Healthy and Hunger-Free Kids Act)

7 C.F.R. 210 et seq (School Lunch Program Regulations)

7 C.F.R 220.8 (School Breakfast Regulations)

USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges; Local Meal Charge Policies (2016)

USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges; Clarification on Collection of Delinquent Meal Payments (2016)

USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

***STAYING AFTER SCHOOL***

Students are not permitted to stay at school after school hours unless they are here for a supervised activity. After any school event is over, the school should be cleared 15 minutes after the event. If students are found in the building on a habitual basis, the administration will deal with those individuals as needed.

***STUDENT LOCKERS***

Each student is assigned a locker for storage of books, materials and personal articles. DO NOT, under any circumstances, share your locker or its combination with another person. If your locker ever fails to work properly, please report the problem to the secretary or the Administrator. PLEASE DO NOT SLAM OR KICK YOUR LOCKER DOOR, as this can result in damage to the locker and injury to other students.

### ***Search of Student Lockers, Desks, Personal Possessions and Student's Person***

“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. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.”

#### **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.

#### **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.

A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

### **DEFINITIONS**

“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.

“Personal possessions” includes, but is not limited to, purses, backpacks, book bags, packages, and clothing.

“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.

"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.

## **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.

## **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.

## **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.

## **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.

### ***TRANSPORTATION OF PUBLIC SCHOOL STUDENTS***

The school district provides bus transportation for all who qualify for it. It is the responsibility of each student riding the bus to behave properly. Driving necessitates the bus driver's paying full attention. For the safety of everyone, there must be no distractions.

*TRANSPORTATION MAY BE REFUSED TO ANYONE CAUSING A DISTURBANCE OR ENDANGERING THE BUS IN ANY WAY.*

**The District has a separate bus policy/handbook.**

### **RULES FOR BUS TRIPS**

Students participating in an event held away from the high school will ride the bus to and from the event. Students may ride home from the event with their parents with the acknowledgment of the coach or sponsor, with prior administrative approval. In order to assist parents in getting students from out of town events, Swanville School may grant permission for a student to ride with a responsible adult other than the student's parents, if the following conditions are met:

1. The parent must contact the school prior to the event and secure permission from an administrator for the student to ride with another adult.
2. The student will present a note signed by the parent and administration to the coach or sponsor stating that permission has been granted for the student to ride with another adult.

The administrator granting permission will notify the coach or sponsor that permission has been granted. No coach or sponsor may grant permission unless the conditions above have been met. However, an administrator may grant special permission under

extenuating circumstances. Any student violating this policy may be subject to the following penalties:

1. Loss of right to participate in the next two performances.
2. Loss of letter if offense occurs at the end of the season.
3. In-school or out-of-school suspension.

Any student violating this rule a second time may lose the right to participate in extracurricular activities.

### ***VIDEO SURVEILLANCE CAMERAS***

All students, parents and staff are advised that as a public school facility, students, staff, parents, and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on, or about the school facilities. In an effort to increase school security, provide greater safety for students and staff and to reduce vandalism and theft, many area of the high school campus, both internal and external, shall be subject to observation and monitoring by video cameras.

### ***VISITORS***

Minnesota Law requires that no person, other than a student of this building, a teacher, administrator, or employee in this school building shall be permitted to enter any classroom or circulate in this school building without first receiving permission from the administration.

Parents are encouraged to visit school regularly and confer with teachers concerning their student(s). You must make an appointment with the teacher concerned before coming to visit. High school students cannot bring people other than parents or guardians to school as visitors. **ALL visitors, this includes parents must sign in at the office.**

### ***WEAPONS 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.

### **DEFINITIONS**

- A. Weapon "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; numchucks; 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. 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. 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.

## 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 an administrator, teacher or head coach 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 nonstudent (or student where specified) falls within one of the following categories:

- Active licensed peace officers;
- Military personnel, or students or nonstudents participating in military training, who are on duty performing official duties
- 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;
- 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;
- 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.
- Firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
- Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
- A gun or knife show held on school property;
- 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

- 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.

#### D. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. 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.

#### E. 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 nonstudent 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.

### CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons may include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

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.

#### Administrative Discretion

While the school district does not allow the possession, use, or 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

are warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

### 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 Nonstudents

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.

## ***BULLYING PROHIBITION POLICY***

### **PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying and Relational Aggression, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' 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 and relational aggression 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, it is the school district's intent to prevent bullying/relational aggression and to take action to investigate, respond, remediate, and discipline those acts of bullying, relational aggression 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, relational aggression, intimidation, violence, and other similar disruptive behavior.

### **GENERAL STATEMENT OF POLICY**

A. An act of bullying/relational aggression, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying/relational aggression but also students who, by their indirect behavior, condone or support another student's act of bullying/relational aggression. This policy also applies to any student whose conduct at any time or in any place constitutes bullying/relational aggression that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

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

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, faith reporter, or a witness of bullying/relational aggression is prohibited.

E. False accusations or reports of bullying/relational aggression against another student are prohibited.

F. A person who engages in an act of bullying/relational aggression, reprisal, or false reporting of bullying/relational aggression or permits, condones, or tolerates bullying/relational aggression shall be subject to discipline for that fact in accordance with school district's policies and procedures. The school district may take into account the following factors:

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

Consequences for students who commit prohibited acts of bullying/relational aggression may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying/relational aggression or engage in an act of reprisal or intentional false reporting of bullying/relational aggression may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying/relational aggression may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying/ relational aggression and will discipline or take appropriate action against any student,

teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

## **DEFINITIONS**

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

A. “Bullying” means any written or verbal expression, physical act or gesture or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying/ relational aggression includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know had the effect of:

1. Harming a student;
2. Damaging a student’s property;
3. Placing a student in reasonable fear of harm to his or her person or property;
4. Creating a hostile educational environment for a student.

B. “Relational Aggression” means emotional violence and bullying behaviors focused on damaging an individual’s social connections within the peer group. Relational Aggression may be referred to as RA.

C. “On school district property or at school-related functions” 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/relational aggression at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

## **REPORTING PROCEDURE**

A. Any person who believes he or she had been the victim of bullying/relational aggression or any person with knowledge of belief of conduct that may constitute bullying/relational aggression shall report the alleged acts immediately to an appropriate school district official designated by this policy. “Immediately” means as soon as possible but in no event longer than 24 hours. Students may report bullying/relational aggression anonymously. However, the school district’s

ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The school district encourages the reporting party or complainant to use the report form available from the Administrator or business office staff, but oral reports shall be considered complaints as well.

C. The building Administrator or the Administrator's designee or the Building supervisor is the person responsible for receiving reports of bullying/relational aggression at the building level. Any person may report bullying/relational aggression directly to a school district human rights officer or the superintendent.

D. A teacher, school administrator, volunteer contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying/relational aggression. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying/relational aggression shall inform the building Administrator or his designee immediately.

E. Reports of bullying/relational aggression are classified as private educational and or personnel data and or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of good faith complaint or report of bullying/relational aggression will not affect the complainant's or reporter's future employment, grades, or work assignments, or education or work environment.

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

## **SCHOOL DISTRICT ACTION**

A. Upon receipt of a complaint or report of bullying/relational aggression, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of bullying/relational aggression, consistent with applicable laws.

C. Upon the completion of the investigation the Harassment Committee will be provided a written report of the incident.

D. Following a meeting of the Harassment Committee the School District will take appropriate action. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. This action may include, but is not limited to:

- Warning
- Suspension
- Exclusion
- Expulsion
- Transfer
- Remediation
- Termination or discharge

The School District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

- c. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying/relational aggression incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying/relational aggression or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying/relational aggression. Retaliation includes, but is not limited to any form of intimidation, harassment, or intentional disparate treatment.

### **Plan for Student Services in the Identification and Prevention of Harassment, Hazing, Violence, Bullying, and Relational Aggression**

Upon the adoption of ISD #486's policies prohibiting harassment and hazing, a plan will be made to provide staff and students with student service professionals (such as counselors, school nurses, social workers, and psychologists) who will:

- a. Provide support services to help individuals determine whether or not an experience may have violated these school policies.
- b. Provide counseling and other support services to help persons who are the target of these activities to cope with lowered self-esteem.
- c. Provide consultation and support to enable individuals to file a complaint regarding an accusation, when appropriate.
- d. Provide referral services to other agencies or organizations when needed to meet the needs of individuals.

e. Provide support services to perpetrators or victimizers to deal with their dominance issues.

These services can be provided within the education system or in cooperation with other community agencies.

**Plan for Student, Staff, and Community Participation on the Identification and Prevention of Harassment, Hazing, Violence, Bullying, and Relational Aggression**

Community representatives will be actively involved in the development of policies and programs relating to harassment, violence, hazing, bullying, and relational aggression.

Parents will be informed of ISD #486's policies prohibiting these activities by the inclusion of information about the policies and procedures for filing grievances and complaints in printed materials sent home with students who are under 18 years of age.

Members of the community will be informed by publication of ISD #486's policies in the community or local newspaper.

In addition, there will be a continuing effort to provide opportunities for further community participation on the issues related to harassment, hazing, violence, bullying, and relational aggression through its inclusion in Parent Teacher Student Association programs or other public forums. Other organizations such as the Chamber of Commerce, League of Women Voters, American Association of University Women, and various men's organizations could be approached as well.

***CHEMICAL HEALTH POLICY AND GUIDELINES FOR ALL ELEMENTARY AND SECONDARY STUDENTS***

**Tobacco**

The Swanville Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and non-users. The board believes that the use or promotion of tobacco products on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors.

The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

The Board acknowledges that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and tobacco use for the students, staff, and visitors. Therefore, the Board adopts the following tobacco-free policy.

**Policy Statement:**



It shall be a violation of this policy for any student, staff, administrator or visitor of Swanville School District to possess, use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposed, during hours of school operation.

**“Tobacco product”** means any products containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; perique’s; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

**“Tobacco-related devices”** means ashtrays, cigarette papers or pipes for smoking or electronic cigarettes or any components, parts, or accessories of electronic cigarettes, including cartridges.

**“Electronic cigarette”** means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

**“Imitation tobacco product”** means any non-tobacco product designed to resemble a tobacco product including any edible or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

#### **ENFORCEMENT:**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures:

1. Upon the first infraction:
  - a. The sheriff's department will be notified
  - b. The student shall be suspended immediately from school and all school related activities for three days
2. Upon the second infraction:
  - a. The sheriff's department will be notified
  - b. The student shall be suspended immediately from school and all school related activities for five days
  - c. Will be required to meet with school social worker
  - d. May be referred to or asked to contact an outside agency for further assessment and/or counseling
  - e. May be asked to complete an inpatient or outpatient treatment program or counseling program approved by the district
3. Upon the third infraction, the student:
  - a. Will be suspended for five days immediately
  - b. May be recommended for expulsion to the Board of Education
  - c. Will be asked to complete an inpatient or outpatient treatment and/or counseling program approved by the school

C. School District administrators and other school personnel who violate this policy shall be subject to school district discipline procedures.

D. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

### **Other Controlled Substances**

Behaviors prohibited in school buildings, school grounds, busses, school functions, or proximity thereto are:

- A. The dispensing of alcoholic beverages, illegal drugs, chemicals, or a controlled substance.

B. The use of and/or being under the influence of or in possession of alcoholic beverages, illegal drugs or chemicals, drug related devices and/or controlled substances.

C. Smoking or chewing tobacco (possession of).

### **Procedures/Discipline Guidelines**

The following procedures, disposition, or action will be taken with students who violate school regulations.

For the dispensing, use of and/or under the influence, or possession of alcoholic beverages, illegal drugs, chemicals, controlled substances, or drug related devices:

1. Upon the first infraction:
  - a. The sheriff's department will be notified
  - b. The student shall be suspended immediately from school and all school related activities for three days, also referred to social worker
  
2. Upon the second infraction, the student:
  - a. The sheriff's department will be notified
  - b. he student shall be suspended immediately from school and all school related activities for five days
  - c. Will be required to meet with school social worker
  - d. May be referred to or asked to contact an outside agency for further assessment and/or counseling
  - e. May be asked to complete an inpatient or outpatient treatment program or counseling program approved by the district.
  
3. Upon the third infraction, the student:
  - a. Will be suspended for five days immediately
  - b. May be recommended for expulsion to the Board of Education
  - c. Will be asked to complete an inpatient or outpatient treatment and/or counseling program approved by the school

Suspension procedures shall be made in accordance with Sections 127.26 to 127.42, the Pupil Fair Dismissal Act of 1974, Minnesota Statutes Sec. 127.26 to 127.39 (Exhibit A), Sec. 127.27 to 127.42 (Exhibit B), Minnesota Statutes Sec. 120.03 (Exhibit C), Minnesota State Board Regulations 3525.2470 (Exhibit D), and Minnesota Statutes Sec. 120.06.

A copy of these guidelines will be given to all students and parents in the District.

### ***HARASSMENT AND VIOLENCE***

#### **GENERAL STATEMENT OF POLICY**

It is the policy of Swanville Independent School District No. 486 to maintain a learning and working environment that is free from religious, racial, general, or sexual harassment

and violence. The Swanville School District prohibits any form of religious, racial, general, or sexual harassment and violence.

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

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the Swanville School District to inflict, threaten to inflict, or attempt to inflict religious, racial, general or sexual violence upon any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

## **RELIGIOUS, RACIAL, GENERAL, AND SEXUAL HARASSMENT AND VIOLENCE DEFINED**

### **A. Sexual Harassment:**

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

1. Submission to that conduct or communication is made a term of condition either explicitly, of obtaining or retaining employment, or of obtaining an education; or
2. 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
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

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

- Unwelcome behavior or words directed at an individual because of gender.

**B. Religious Harassment:**

Definition: Religious harassment consists of physical, written, or verbal conduct which is related to an individual's religion when the conduct:

1. Has the purpose or effect of creating and 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, emotional wellbeing, or academic opportunities.

**C. Racial Harassment:**

Definition: Racial harassment consists of physical, written, or verbal conduct or relating to an individual's race 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, emotional wellbeing, or academic opportunities.

**D. General Harassment:**

Definition: General harassment consists of physical, verbal, or written conduct which:

1. Has the purpose or effect of creating and 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, emotional wellbeing, or academic opportunities.

**E. Violence:**

Definition: Physical violence is an act of aggression or assault upon another person.

**F. Sexual Violence:**

Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts as defined in

Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another

### **G. Racial Violence:**

Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

### **H. Religious Violence:**

Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

### **I. Assault**

Definition: Assault is:

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

## **REPORTING PROCEDURES**

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

A. In Each School Building

The building Administrator is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult Swanville School District personnel who receives a report of religious, racial, general, or sexual harassment or violence shall inform the building Administrator immediately.

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

B. In the District

The School Board hereby designates Gene Harthan as the School District Human Rights Officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. In some districts the Superintendent may be the Human Rights Officer. If so, an alternative individual will be designated by the School Board. Reports may also be filed with Kari Prokott, school social worker, or Lizz Schafer, school nurse.

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

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

D. Use of formal reporting forms is not mandatory.

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

## **INVESTIGATION**

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial, general, or sexual harassment or violence, shall

immediately undertake or authorize an investigation. The investigation may be conducted by the School District officials or by a third party designated by the School District.

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

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

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.

#### **SCHOOL DISTRICT ACTION**

- A. Upon the completion of the investigation the Harassment Committee will be provided a written report of the incident.
- B. Following a meeting of the Harassment Committee the School District will take appropriate action. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. This action may include, but is not limited to:
  - Warning
  - Suspension
  - Exclusion
  - Expulsion
  - Transfer
  - Remediation
  - Termination or discharge

The School District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and School strict policies.



C. The result of the School Districts' 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.

### **REPRISAL**

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

### **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.

### **HARASSMENT OR VIOLENCE AS ABUSE**

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Stat. 626.556 may be applicable

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

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

#### **CONTACT:**

Gene Harthan, Human Rights Officer  
P.O Box 98  
Swanville, MN 56382  
(320) 547-5101

## ***HAZING POLICY***

### **Purpose**

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

### **General Statement of Policy**

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

### **Definitions**

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

### **Reporting Procedures**

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building Administrator is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situation, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building Administrator immediately. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

D. Upon the completion of the investigation the Harassment Committee will be provided a written report of the incident.

E. Following a meeting of the Harassment Committee the School District will take appropriate action. This action may include, but is not limited to:

- Warning
- Suspension
- Exclusion
- Expulsion
- Transfer
- Remediation
- Termination or discharge

The School District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and School strict policies.

### **Reprisal**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who make a good faith report of alleged hazing; or against any person who testifies, assists, or participates in an investigation' or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **Dissemination of Policy**

This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

### **School District Action**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, student, or others pending completion of an investigation of hazing.

### **A Simple Test**

If you aren't sure if something is hazing or not, try answering the following questions:

Does this activity promote or conform to the values of the school or organization?

Will this activity increase respect for the school or the organization?

Is everyone equal in this activity?

Would you be able to defend the activity in a Court of Law?

Does the activity have value in and of itself?

Would you be willing to allow parents to witness this activity?

\*Keeping in mind that many hazing activities are “tradition” that parents themselves have experienced, would you still be willing for all parents to witness this activity?

## **Discipline**

While still applying the hazing policy in discipline, many other policies can be applied in handling the discipline aspect of a situation in your school district to increase the opportunity to learn. Some of the activities may involve criminal statutes - many hazing incidents involve the use of alcoholic beverages by underage students, and may involve criminal sexual contact or assault. Sometimes the activities involve sexual, racial and religious harassment and violence, depending upon what statements and behaviors are made to the students based on sex, race or religion during the hazing incident. Other activities may involve both criminal statutes and violations of multiple school district policies.

### ***STUDENT DISCIPLINE***

#### **A. 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.

#### **B. GENERAL STATEMENT OF POLICY**

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

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

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school

district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.S6.

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

#### C. AREAS OF RESPONSIBILITY

**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.

**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.

**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. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

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. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

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. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

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.

Students: All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

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.

#### **D. STUDENT RIGHTS**

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

#### **E. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;

## F. CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. 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 or property immediately adjacent to school grounds; 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, 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. 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.

- 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;
- The use of profanity or obscene language, or the possession of obscene materials;
- Gambling, including, but not limited to, playing a game of chance for stakes;
- Violation of the school district's Hazing Prohibition Policy;
- Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- Violation of the school district's Student Attendance Policy;
- Opposition to authority using physical force or violence;
- Using, possessing, or distributing tobacco or tobacco paraphernalia;
- Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
- Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
- Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
- Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
- Violation of the school district's Weapons Policy;



- Violation of the school district's Violence Prevention Policy;
- Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
- Possession, use, or 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;
- 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;
- Violation of any local, state, or federal law as appropriate;
- 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;
- Violation of the school district's Internet Acceptable Use and Safety Policy;
- Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
- Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
- 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;
- Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
- Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
- Possession or distribution of slanderous, libelous, or pornographic materials;
- Violation of the school district' Bullying Prohibition Policy;
- 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;
- Criminal activity;
- Falsification of any records, documents, notes, or signatures;

- 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;
- Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
- Impertinent or disrespectful language toward teachers or other school district personnel;
- Violation of the school district's Harassment and Violence Policy;
- 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;
- Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- 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;
- 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;
- Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- 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;
- Violation of the school district's Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees Policy;
- Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- 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.

#### **G. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is 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:

- Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- Parent contact;
- Parent conference;
- Removal from class;
- In-school suspension;
- Suspension from extracurricular activities;
- Detention or restriction of privileges;
- Loss of school privileges;
- In-school monitoring or revised class schedule;
- Referral to in-school support services;
- Referral to community resources or outside agency services;
- Financial restitution;
- Referral to police, other law enforcement agencies, or other appropriate authorities;
- A request for a petition to be filed in district court for juvenile delinquency adjudication;
- Out-of-school suspension under the Pupil Fair Dismissal Act;
- Preparation of an admission or readmission plan;
- Expulsion under the Pupil Fair Dismissal Act;
- Exclusion under the Pupil Fair Dismissal Act; and/or
- Other disciplinary action as deemed appropriate by the school district.

## **REMOVAL OF STUDENTS FROM CLASS**

### **Procedures for Removal of a Student from a Class**

Secondary:

A teacher may remove a student from class for all or part of a class period by sending that student to the office for discipline reasons such as disorderly conduct, disrespect of the teacher or other students, fighting, swearing, etc. If the student chooses not to go, the administrator should be called to the teacher's classroom to assist in removing the student.

If a student is to be removed for more than one class period, the teacher may confer with the administrator, but this will be the administrator's decision.

If a student is sent to the office, a disciplinary report will be filled out by the teacher, and signed by the teacher and the administrator. The first time a student is sent to the office, a warning is given. The second time or other times that a student is sent out of the same class or any other class, an hour of detention will be assigned. These disciplinary reports are sent to the parent or guardian.

Elementary:

When elementary students are sent to the office for discipline reasons, the teacher or other adult should accompany them.

After discussion with the student and teacher, a green Slip or white slip may be assigned. (see elementary handbook for procedures)

Responsibility for and Custody of a Student Removed from Class.

When a student is removed from class, he/she is to go to the main office. High School students may be sent to the office without a teacher or other adult accompanying them unless there is a chance that the student will not go to the office, or leave the building instead, or potentially cause harm to himself/herself and/or others. In such cases, the teacher or other adult should accompany the student, or the administrator should be called. Elementary students sent to the office for disciplinary reasons should be accompanied by a teacher or other adult. The student will sit in the outer office until the administrator is able to talk with him/her about the problem. In extreme cases, the student may be sent directly into the administrator's office. After the administrator has talked with the student, the student may or may not be sent back to the classroom for the remainder of that period. The student may spend the rest of that period in either the administrator's office or the outer office under the supervision of the administrator and/or office staff.

Procedures for Return of a Student to a Class from Which the Student Was Removed.

The student will be returned to the class at the discretion of the administrator. It may be that same class period for high school, but most likely the next class period and the next day to the class the student was removed from. For elementary students, this is at the discretion of the administrator. The administrator will discuss the reasons for the removal with the student and the teacher before the student returns to class.

Procedures for Notification.

In the high school, disciplinary reports are filed and sent to the parents when a student is removed from a class. In the elementary, usually a green slip or a white slip is assigned, in which case the parents are notified. Depending on the situation, and the actions taken by the administration, a conference with the parent may be held.

Students with Special Needs: Special Provisions

When a student with special needs is removed from class, the case manager is notified, and consulted on the possible consequences. Based on the situation, severity of the incident, and potential consequences, the IEP team may be called to reassess the student. Students may be referred to the Child Study Team, which meets weekly. This team makes recommendations which may include interventions, and/or referral for special education services.

Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises. (see Chemical Use and Abuse Policy)

Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

The administration meets weekly with the Child Study Team, where interventions are often discussed. The administration will meet with the classroom teacher affected to discuss possible interventions.

Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians In Attempts to Improve a Student's Behavior.

Staff are encouraged to contact parents with any discipline issues. Whenever a student is sent to the office, and a disciplinary report is filed, the parents are contacted. Often, conferences are set with the parents to discuss these discipline issues.

Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

Staff are encouraged to contact administration and/or the Child Study Team with any concerns over student behavior.

### ***Suspension Procedures***

"Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan

must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

- a. strongly encourages a parent or guardian of the student to attend school with the student for one day;

- b. assigns the student to attend school on Saturday as supervised by the principal or the principal's designee; and
- c. petitions the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.

A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.

The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

### ***Expulsion and Exclusion Procedures***

"Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

"Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion

proceedings; and inform the student and parent or guardian of their right to:

- have a representative of the student's own choosing, including legal counsel at the hearing;
- examine the student's records before the hearing;
- present evidence;
- confront and cross-examine witnesses.
- The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
- The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
- All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
- The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
- The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
- If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
- All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
- At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
- The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
- The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- The student cannot be compelled to testify in the dismissal proceedings.
- The hearing officer shall prepare findings and a recommendation based solely



upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

- The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
- The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

#### DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline - up to and including expulsion - as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 1240.03) or Enrollment in Nonresident District (Minn. Stat. § 1240.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the

age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

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.

#### **IV. EXTRA-CURRICULAR PROGRAMS**

Students may not enter into a meet, contest or a game until the activity requirements have been met. These include:

- A current physical form on file in the office. Forms are current for three years
- MSHSL forms filed
- Activity fee paid

The fee for Junior High sports will be \$30 and \$50 for any high school sports. There is a family cap of \$250 for fees. There will be no refunds given on athletic fees if an athlete chooses to leave the sport.

#### **GENERAL ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege granted to all students in the Swanville Public School. This privilege is extended to all students who meet the Academic Standards of Eligibility.

A student must maintain passing grades in order to remain eligible for participation in all extracurricular activities. Should a student receive a failing grade in any subject for the grading period, that student will be declared ineligible for a period of two weeks, beginning when the report cards come out. If at the end of that two-week period, the student is not passing all classes, he/she will remain ineligible until he/she is passing all classes.

For the fall quarter only, the ineligibility period begins with the first day of classes. If a student fails one or more classes from the previous spring quarter, the student will be ineligible for the first two weeks of the fall quarter unless the class(es) was(were) made up in summer school. A student who made up failed spring quarter classes would be ineligible for one week beginning with the first day of class.

During ineligibility, the student will be expected to practice. The student must sit on the bench in street clothes and cannot dress in team uniforms.

#### ***EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS***

A. Good Standing

In order to be eligible for regular season and MSHSL tournament competition a student must be a fully enrolled as defined by the Minnesota Department of Children Families and Learning undergraduate member of his or her school in good standing as defined in board policy, Bylaw 111.000. If a student transfers from one school to another, and at the time of transfer was not fully eligible in his or her previous school, then that student shall be ineligible in the new school. A student who transfers from one school to another and is not in good standing shall be ineligible until the penalty has been satisfied. A student may not transfer from one school to another and gain eligibility.

B. Student Code of Responsibilities

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege, which is accompanied by responsibility. As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the rights and property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
6. Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

Note: Any allegation of sexual, racial, religious harassment violence and/or hazing may also constitute a violation of the Student Code of Responsibilities.

Penalty: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

***FINE ARTS POLICY***

Students involved in the Swanville theater program will be dropped from the current production for failure to follow the Minnesota High School League rules on avoiding alcohol, drug, or tobacco consumption or for behavior that is determined to be sexually or

racially harassing. This applies to both cast and crewmembers. Someone who has been reported just before a new production will not be cast or put on a crew of that production.

Extracurricular speech includes a schedule for weekly invitational, so the MSHSL rules about the number of weeks or events that is used for athletic ineligibility applies in this event both for consumption and for harassment.

In the area of music, the 1-3 concerts that are normally performed each year for the Swanville area public by the bands and choirs are part of the academic grade for both band and choir: A student in violation of the policy for either consumption, tobacco or harassment, etc. will not be allowed to participate in those events. This policy will include the band trip and the concerts performed on the trip as well as all other extra-curricular trips or extra-curricular activities. Prior to departure, a note should be sent for a parent's signature that review the rules signed by both a parent and the student. Ineligibility according to the weeks or events rule will prevent the violator from participating in the trip. Violations during the trip will result in the student being sent home at the parent's expense. Contests, however, are High School League sponsored so a student in violation of either the consumption or harassment policy would be subject to the same weeks or events rules that cover athletes.

Pep band activities, while a responsibility for the student, allow that student free admission to the game. Therefore, the weeks or events rule applies to these activities.

### **Homecoming Eligibility:**

The Student Council as the sponsoring organization for Homecoming shall supervise the voting for Homecoming King and Queen in the following manner:

All senior class members' names with the exception of one-year exchange students, students who failed 2 or more classes during the last quarter of their junior year (unless these classes have been made up during summer school), and students with detention shall be placed on a first ballot. In addition, students must meet the eligibility requirements of the MSHSL rules to be included on the ballot.

First ballot voting by grades 9-12 for King and Queen candidates will be held at least one week prior to Coronation Night. The voting will be for 3 male and 3 female candidates. Five King and five Queen candidates will be selected if the Senior Class enrollment of males and females are both more than 10. Three candidates each will be selected if either males or females in the Senior Class total ten or less. Second ballot voting by grades 7-12 for King and Queen will be held the Friday before Coronation (Voting for one male and one female.) Balloting in both votes will be held in the advisor's room during homeroom.

### **COVID-19, Masks**

Due to the COVID-19 pandemic, the governor's executive order, and the school board policy, everyone in the building must wear masks or facial coverings unless he/she has a doctor's excuse. See the school website and Facebook page for a complete copy of the policy.

The school may have to switch learning models at some point to either a hybrid or distance learning model depending on the number of new cases in the counties. See the school website and Facebook page for the school plans regarding back to school and distance learning.

**Swanville Public Schools ISD 486  
Authorization for Administration of Medication at School**

Name of Student: \_\_\_\_\_

Birthdate: \_\_\_\_\_ School Year: \_\_\_\_\_ Grade: \_\_\_\_\_

Medical Condition	Medication	Strength	Dose	Time	How given	Possible Side Effects

Other considerations/Directions: \_\_\_\_\_

**Note that all authorizations expire at the end of each school year.**

\_\_\_\_\_  
*Print or type Name of Physician/ Licensed Prescriber*

\*

\_\_\_\_\_  
*Physician's/Licensed Prescriber's Signature (only needed for controlled substances)*

*Clinic Address*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Date*

**PARENT / GUARDIAN AUTHORIZATION**

1. I request that the above medications be given during school hours as ordered by this student's physician/licensed prescriber. I also request the medication(s) be given

- on field trips as prescribed.
2. I release school personnel from liability in the event adverse reactions result from taking the medication(s).
  3. I will notify the school of any change in the medication(s) such as dosage change, medication is discontinued, etc)
  4. I give permission for the school nurse to communicate with the student's teachers about the student's health condition(s) and the action of the medication(s).
  5. I give permission for the school nurse to consult with the above named student's physician/licensed prescriber regarding any questions that arise with regard to the listed medication(s) or medical condition(s) being treated by the medication(s).
  6. I give permission for the medication(s) to be given by designated personnel as delegated by the school nurse.

**My son/daughter may self-administer his/her medication. (Not applicable for controlled substances such as Ritalin, Dexedrine, Codeine, etc.)**

\_\_\_\_\_ Date

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

TECHNOLOGY AND INTERNET USAGE FORM.



PLEASE READ THE ABOVE POLICIES REGARDING TECHNOLOGY/INTERNET AND COMPLETE THE FOLLOWING. THIS PAGE MUST BE RETURNED TO THE HIGH SCHOOL OFFICE FOR STUDENT COMPUTER PASSWORDS TO BE ACITIVATED.

I, \_\_\_\_\_, agree to follow these policies regarding technology and internet usage. I understand the consequences that will apply if not followed.

\_\_\_\_\_  
Student Signature Date

I, \_\_\_\_\_, agree that my student may use the network at Swanville schools and understand the policy and consequences if not followed.

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

My student and I have read the Handbook for Swanville Jr/Sr High School and agree to follow the guidelines set forth. The Handbook is available on the school website or a paper copy may be requested.

\_\_\_\_\_  
Student Signature Date

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