

Hendricks Public School 2016-2017 Middle and High School Handbook



Hendricks #402 2016 - 2017 SCHOOL CALENDAR

JULY 2016							AUGUST 2016							SEPTEMBER 2016							OCTOBER 2016						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
					1	2	1	2	3	4	5	6					1	2	3							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
31												(8)						(20)	30	31					(19)		
NOVEMBER 2016							DECEMBER 2016							JANUARY 2017							FEBRUARY 2017						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28				
						(20)						(16)	31					(20)							(19)		
MARCH 2017							APRIL 2017							MAY 2017							JUNE 2017						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
						(21)	30					(17)						(15)									

- 175 Student Contact Days
- 6 Teacher Workshop Days
- 2 Teacher Comp Day for Conferences
- 183 Teacher Contract Days**

Snow make-up days are listed in the preferred order below and will be used as needed depending on the severity of the winter.

- May 22, 2017
- May 23, 2017
- April 17, 2017
- April 13, 2017
- March 10, 2017
- February 13, 2017

- First day of school
- No School/Vacation Day
- Teacher Workshop Day (no school)
- Comp Day for Conferences (no school)
- Graduation
- 12:00 PM Early Dismissal
- First Day of Quarter
- Last Day of Quarter
- Last Day of School

Q1 = 41 days
Q2 = 42 days
Q3 = 46 days
Q4 = 46 days
Total = 175 Student Contact Days

Approved:
Revised:

INTRODUCTION

Welcome to the 2016-2017 school year at Hendricks Public School.

This student handbook for Hendricks Public School students is designed to be a guide that explains our expectations and policies. It provides general information only as it would be impossible to address every issue that can arise in a school.

Middle and High school is a time of high expectations academically and a time of growth and change in every area—physical, social, mental, and emotional. In order to better meet these expectations and face these changes, staff and students must have and show respect for rules and standards that are in place at our school.

The Hendricks staff pledges to offer the best and safest education environment possible for all students. We ask that our students make their best effort to take advantage of the educational opportunities offered at Hendricks Public School and follow the guidelines in this handbook.

Hendricks administration reserves the right to make necessary changes in school and student policies throughout the year, as needed, and will communicate any changes to the students.

Students are expected to:

- Attend school regularly and be in class on time with the proper materials, prepared to learn
- Conduct themselves in a way that promotes a positive teaching/learning environment
- Respect the rights and properties of others
- Be cooperative, courteous, and respectful with school staff and other students
- Maintain a clean and safe school environment

HENDRICKS School Board Vision

The vision of our school is to provide a strong skill based curricular system that empowers students with the use of technology that meets the individual needs of the students along with a family centered environment.

HENDRICKS School Board Mission

Hendricks Public School...where learning empowers students to become creative thinkers, problem solvers, and life-long learners, well versed in basic skills as well as life skills, effective citizens and productive caring members of society.

THE SCHOOL DAY

HOURS

The school day starts at 7:54 a.m. and ends at 3:12 p.m. Students are not to remain in the building after the end of the school day unless they are involved in a directed activity or are receiving assistance from a teacher.

Regular Daily Schedule

<u>Period</u>	<u>Time</u>
1	7:54 - 8:44
2	8:48 - 9:38
3	9:42 - 10:32
4	10:36 - 11:26
5A	11:30 - 12:00
5B	12:00 - 12:30
6	12:34 - 1:24
7	1:28 - 2:18
8	2:22 - 3:12

12:00 Early Release

<u>Period</u>	<u>Time</u>
1	7:54 - 8:21
2	8:25 - 8:52
3	8:56 - 9:23
4	9:27 - 9:54
5	9:58 - 10:25
6	10:29 - 10:56
7	11:00 - 11:27
Lunch	11:30 - 12:00

Please note **Wednesday PLC Schedule will follow the Regular Daily Schedule above with the exception of 8th hour being PLC time vs Regular Daily Scheduled Classes.

SCHOOL BUILDINGS AND GROUNDS

It is important that each student do his/her part to ensure that the school building is not abused in any way. Such things as marking on floors or desks, writing on walls, etc. are never acceptable. Anything that causes extra work for custodians keeps them from accomplishing other jobs. Let school pride show in the manner in which the building and equipment is treated. Students who are involved in damage to or destruction of school property will face consequences to be determined on a case-by-case basis.

LOCKERS

Section 11. (127.47) (School Locker Policy.)

Subdivision 1. (Policy.) It is the policy of the State of Minnesota that:

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

Lockers are not equipped with locks, but students may provide their own locks. If a lock is placed on a locker then either a key or the combination must be given to the office. These lockers were

installed for the convenience of the students and should be treated as a valued possession. Do not kick, pry open, scratch, or otherwise abuse the lockers. If a locker needs repair, please notify the office. Any items misplaced or taken from a locker are not the responsibility of the school.

Students must use the locker they are assigned. Do not switch lockers with another student. Backpacks are to be left in the lockers and will not be allowed in the classroom. Coats and hats also are to remain in lockers.

TELEPHONE

Students will not be called to the telephone except in an emergency. Either the message will be taken for the student, or the student will have a chance to return the call at noon or after school.

CELL PHONES and ELECTRONIC USE GUIDELINES

This policy includes radios, stereos, Walkman radios, pagers, cell phones, iPods, MP3 players, electronic games, and other electronic items as determined by the administration or designee.

The school is not liable for the loss or destruction of these items. During school hours all electronic devices, must be turned off and concealed. Cell phones may be used in the school cafeteria both before and after school and during the students lunch period. Use of these items during school hours, unless approved by the principal or designee, will result in the following disciplinary action:

- 1st offense: warning – item removed by teacher until the end of the class period.
- 2nd offense: item brought to office and available at the end of school day.
- 3rd offense: item brought to office, parent needs to pick up item, after school detention (1 hour) for student

Additional consequences may be given for additional offenses. There will be zero tolerance of cell phones or other electronic devices during class time.

FIRE DRILLS/LOCKDOWNS

Emergency drills are essential to practice for the safety of all students and staff. Both fire drill and lockdown drills will be held 5 times throughout the school year at irregular times. Check instructions posted in each classroom which indicate how to leave the building in case of fire. Students are to exit the building in an orderly fashion, moving quickly and quietly and should listen for additional instructions given by staff. Students are to return to their classes when the all-clear signal has been given. Teachers will also provide information to students regarding procedures to follow during lockdown drills.

ADDRESS CHANGE

Please report changes in addresses, school districts, or telephone numbers that occur during the school year to the principal's office, so that we have accurate contact information about each student.

FOOD AND BEVERAGE REGULATION

Gum chewing will be permitted to all students at the teacher's discretion. Cough drops and throat lozenges are acceptable when needed, however, no sunflower seeds will be allowed. Students are

not allowed to bring beverages to school. The exception to this rule is water, which may be brought to school in a clear container. An exception may also be made by teachers for special days or events.

VISITORS

Visitors to Classrooms or Other Instructional Areas: Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the principal. All visitors must check in at the office.

Student visitors are not permitted to attend classes, or visit at any time during the school day without permission from administration.

PLEDGE OF ALLEGIANCE

HENDRICKS High School students will recite the Pledge of Allegiance once a week. Any student or teacher may decline to participate in recitation of the Pledge of Allegiance. Students and staff will respect another individual's right to participate in the recitation.

CLASSES AND GRADES

GRADING/ PROGRESS REPORT PERIODS FOR 2016-2017

1 st quarter	October 19, 2016
2 nd quarter/first semester	December 22, 2016
3 rd quarter	March 9, 2017
4 th quarter/second semester	May 19, 2017

Report Cards/Progress Reports

Hendricks Public School's student record management software JMC affords parents with up-to-date progress reports. Your child's attendance and progress may be viewed with your online password. Should you like assistance in checking your child's grades, see either a teacher or administration for help. In addition to regularly scheduled progress reports, teachers will inform parents/guardians of students who are earning a "D" or "F" in a course. Teachers will contact a parent should a student's grade drop to a "D" or "F".

At the end of each nine-week period report cards/ progress reports are issued (see dates on calendar page 28). These cards are to be taken to the parent/guardian for their review. Both First and Second Semester grade reports will be mailed home. A letter grade system (A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F) is used in our school. An "I" means work is not completed and students have 2 weeks to complete the work before the "I" automatically becomes an "F". Standards based grading in addition to letter grades may also be reported. Reports are issued as soon as possible following each grading period and do not need to be returned. The following Grading System is used in the HENDRICKS Schools.

<u>Letter Grade</u>	<u>Percent Grade</u>
A	94% or above
A-	92% or above
B+	90% or above
B	85% or above
B-	83% or above
C+	81% or above
C	76% or above
C-	74% or above
D+	72% or above
D	68% or above
D-	65% or above
F	Less than 65%

HONOR ROLL

The honor roll is published in the Hendricks Pioneer after the end of each semester. The honor roll is divided into 3 parts:

1. Superior Honor Roll, those students with all A's.
2. "A" Average Honor Roll, those students who have a 3.6 grade point average on their report card for the semester.
3. "B" Average Honor Roll, those students who have a 2.666 grade point average on their report card for the semester.
4. Any D+, D, D-, F or NC will disqualify the student for honor roll consideration.
5. Any I or W will disqualify the student from the honor roll until it is made up.
6. Band and Choir are included in figuring honor roll and GPA's.
7. Those students with NO absences or tardies for the semester will be designated as having Perfect Attendance.

INCOMPLETES

It is Hendricks High School's policy that all incompletes become passing or failing grades two weeks following the end of the quarter. The only exception to this policy will be students who are hospitalized or cannot attend school for an extended period of time (1 school week or more) due to a health problem under the care of the family doctor. Exceptions are to be brought to the attention of the School Principal who may grant extended time to complete the work.

Homework is important. It is an extension of the learning that takes place in school. It can and should provide practice that reinforces classroom learning. Homework will vary according to grade level and individual children's needs.

FAILED CLASSES

When a student fails a class, he will receive an F for that class. This grade will not be replaced when the student retakes the course. Both grades will be figured into the student's cumulative GPA. Any failed course required for graduation must be retaken and passed before the student will receive a diploma.

CLASS CHANGES

1. Students will have 2 days at the beginning of each semester to drop and add courses for a valid reason. Approval for a change must be secured from the Principal and the Instructor. Anyone who drops a course must add a course to replace it.
2. Any time after the 2 day drop and add period a student will receive an F for a dropped course.
3. A student may drop a class at other times if a crisis or emergency exists. This can only occur if the teacher, the student, the guidance counselor, and the Principal are in agreement that the best interests of all will best be served by dropping the course.
4. Phone calls to parents may be made at the administration's discretion.

ADVANCED SECTIONS/INDEPENDENT STUDY

Students will not be permitted an independent study of any class without direct permission of the principal and written permission of the instructor.

Students will be permitted to take Art only 2 semesters during their 4 years of high school unless the student has had at least a B+ average the previous 2 semesters in art as well as the written permission of the instructor.

ACADEMIC DISHONESTY/PLAGIARISM

Academic dishonesty includes but is not limited to cheating and plagiarism. Cheating includes copying information from another student's test or assignment, willfully allowing a student to copy/purchase your test or assignment, buying a project or paper from another source, or other acts of lying or dishonesty about academics. Plagiarism is the act of stealing another's words or ideas and passing them off as your own and failing to give credit to the sources of the words or ideas. This includes information from the Internet, print materials, and other persons. Hendricks Public School will not tolerate academic dishonesty. If a student commits academic dishonesty, he/she will receive no credit for the assignment. Additional cases of academic dishonesty will result in no credit and suspension of privileges, as determined by the teacher or principal. This is a school-wide policy and taken very seriously.

CREDITS, TRANSFER

The principal and the guidance counselor have the authority to interpret credits from other educational institutions and equate these credits in a fair and equitable manner with the standards applied to those credits earned at Hendricks.

GRADUATION REQUIREMENTS FOR HENDRICKS HIGH SCHOOL

In order to participate in the graduation ceremony, Hendricks students must meet all graduation requirements one week prior to graduation. This includes no more than 5 credits required for graduation from other schools or school districts unless the student transferred in to the Hendricks School District. Administration reserves the right to make exceptions when necessary and due to extreme situations. All students participating in the ceremony must wear appropriate dress.

Students failing to meet these requirements will be excluded from participation in the graduation ceremony.

Additional requirements to participate in the graduation ceremony:

- a. Satisfactory completion of a minimum of 21.5 credits for the class of 2013, a minimum of 22 credits for the class of 2014 and 24 credits for the class of 2015 and beyond.
- b. The following High School credits are required for the class of 2017:
 1. 4 credits in English
 2. ½ credit in Speech
 3. 4 credits in Social Studies – US History(1), Geography(1), Gov't(.5), Economics (.5), World History (1)
 4. 3 credits in Mathematics – Geometry (1), Algebra II (1), Statistics and Probability sufficient to satisfy the standards.
 5. 3 credits in Science – Physical Science (1), Biology (1), Chemistry (1) or Physics (1)
 6. 1 credit in Physical Education 9-10
 7. 1 credit in Health 9-10
 8. 1 credit in Fine Arts – Band, Choir, Art (A CTE credit may fulfill this requirement)
 9. .5 credit Microsoft Office Systems
 10. The remaining credits are electives.
- c. In addition to the required classes and electives, a student must meet the Minnesota Department of Education Graduation Requirements:
(<http://education.state.mn.us/MDE/SchSup/TestAdmin/MNTests/index.html>)
- d. All bills must be paid.
- e. All detention time must be served.
- f. The student must be in good standing.

WEIGHTED CLASSES

As College Board Advanced Placement courses are recognized as being academically more rigorous, it is the policy of the HENDRICKS School District to weight student grades. Students who enroll in and complete an Advanced Placement course, which includes passing the A.P. exam, shall have their grades weighted.

“Weighting” a grade adds to the grade point value earned in the class. Grades of A, B, and C earned in weighted classes will each earn an extra grade point. Therefore, an “A” in a weighted class will yield 5 grade points (4 points for the “A” and 1 more point as a weighted “bonus”).

A committee consisting of the building principal, the superintendent of schools and the school counselor shall review the transcripts of the top ranking students in an effort to achieve a true and fair ranking.

Both weighted grades and non-weighted grades are to be recorded on the student’s transcript.

- Non-weighted grades are recorded and calculated for the purpose of calculating Rank in Class.

- Weighted grades are recorded and calculated for the purpose of calculating Rank in Class.
- Weighted grades are recorded and calculated for THE PURPOSE OF AWARDING RANK IN CLASS.

Weighted courses shall be recommended yearly by the Superintendent and HS Principal. A committee consisting of the Superintendent and High School Principal shall develop a protocol for determining weighted courses. The curriculum for all courses proposing “weighted status” shall be reviewed and accepted by the Board of Education no later than May 1st of the year preceding its proposed weighted status. A change in staff will automatically require the course to be resubmitted for weighted status.

Only courses taught by HENDRICKS School District employed teachers shall be weighted. All changes in weighted course shall begin with the freshman class following the year of adoption. Example: if adopted during the 08-09 school year, the new weighted courses shall take effect for the 11-12 freshmen and remain in force throughout graduation, unless there is a change in staff for that course.

REGISTRATION

Students in grades 9, 10, and 11 will register for the following school year during the second semester. Electives and courses of study will be explained in a registration bulletin issued during the school year. If students taking Internet classes drop, don’t complete, or fail the class, they will be required to reimburse the school district for the cost of the class.

JUNIOR-SENIOR CLASSIFICATION

A student will remain classified as a sophomore if he/she has not earned 12 credits by the beginning of his third (junior) year of high school. A student will remain classified as a junior if he/she has not earned 18 credits by the beginning of his/her fourth (senior) year of high school.

PSE0- Post Secondary Enrollment Option

This option allows students who are in their junior and senior year to enroll in public college courses at no cost to the student. Students must meet college admission requirements and must complete classes required for high school graduation. This option is for independent, highly responsible and motivated students.

GUIDANCE

A guidance counselor is available to help students with academic, personal, vocational, or social problems or decisions. Appointments may be made with the guidance counselor or students may stop in to the guidance counselor’s office on an as-needed basis.

DROPPING OUT OF SCHOOL

If it becomes necessary to leave high school before the end of the school year, a student must discuss with the guidance counselor/principal his/her reasons for leaving and secure a withdrawal form, which must be signed by the parents and each teacher and returned to the guidance counselor/principal. According to Minnesota Law, a student must be 17 years old to quit school, and must have parental permission unless he/she is 18 years old.

ATTENDANCE POLICY

The Board of Education believes that regular school attendance is directly related to success in academic work, benefits students socially, and 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.

This policy recognizes that class attendance is a joint responsibility to be shared by the students, parents or guardians, teachers and administration. The philosophy of Hendricks Public School is to place basic responsibility on students and their parents to ensure that absences are infrequent, and that when they occur, they are caused by matters of extreme urgency. The responsibilities of the school are to provide instruction, to inform parents of students who are not in attendance, and to enforce compulsory attendance laws as well as regulations. It is the student's responsibility to be in school and attend all classes regularly and to follow the correct procedures when absent from school.

ALLOWABLE ABSENCES

Students in grades 9-12 are allowed a maximum of eight absences per semester. On the ninth absence, the student will be transferred out of the class and placed in a study hall for the remainder of the semester. The student will not receive credit for that semester. A student may appeal the loss of credit for a class to an appeal committee consisting of the Principal and Superintendent. A request for an appeal must be made to the principal in writing within 3 school days following notification of loss of credit.

1. School sponsored activities will not count as absences.
2. A student is "absent" from a class if he or she misses more than **fifteen minutes** of any scheduled class.

It is the student and the parent's responsibility to be aware of the number of absences accumulated during each semester. Information on each student's attendance status is available on-line at the school website or available by contacting the high school office at 275-3115. Notices will be mailed to parents at three, six and eight absences.

No student will be able to participate in an activity if he/she is not in school for the full day of the scheduled activity, unless the student has a pre-arranged (with office), pre-scheduled appointment. This also includes practices or rehearsals.

In-school suspension will not count towards a student's maximum of eight absences. Out of school suspension will count towards the maximum of eight absences.

WHEN A STUDENT MUST LEAVE THE SCHOOL DURING THE SCHOOL DAY:

1. If a student becomes ill during the day, he/she must see the school principal, or principal designee before he/she leaves.
2. If a student needs to leave the school during the day he/she must have a parent call or bring a note to the office prior to leaving.

3. The student must sign out in the office. If he/she returns to the building before the end of the day, he/she must sign in at the office.
4. If a student does not follow these policies, he/she may receive disciplinary actions. This decision will be at the discretion of the high school principal.

WHEN A STUDENT WILL BE/HAS BEEN ABSENT FOR AN ENTIRE DAY:

1. A parent should call the school at 275-3115 between 8 a.m. and 9 a.m. the day of the absence to notify the school of the reason for the absence.
2. When a student returns after being absent, a parent should also send a note explaining the reason for the absence.
3. Any absence for which a call has not been made or a note written will be unexcused after 48 hours. Students with unexcused absences are truant and must make up the time absent after school. Make-up times will be scheduled by administration.
4. When a student returns to school following an absence, he/she should obtain an admit slip from the office.
5. All students who miss class are required to show an admit slip to the teacher the following day in order to be admitted to class. The makeup time for class work will be at the discretion of the teacher and/or principal. In general, students will have two days for each day absent to make up their work.

WHEN A STUDENT PLANS TO BE GONE FROM SCHOOL:

1. Bring a note from a parent stating when the student will be gone from school and the reason for the absence.
2. Obtain an advance make up slip from the office.
3. Have teachers fill out and sign the makeup slip.
4. Students will complete the assignments by the due date as assigned by the teacher. If the makeup work is not completed within the prescribed time limit, the student may receive zero credit. Any exceptions to this will be at the discretion of the teacher and the school principal.

TRUANCY/SKIPPING CLASS

A student who is absent from class or study hall without the knowledge and approval of a parent or the school (unexcused absence) will be considered truant. Parents will be notified. Consequences for truancy include:

1. On the first offense the student will make-up the time after school equal to the time that the student was truant.
2. On the second offense and any additional offenses the students will make-up twice the amount of time that the student was truant.
3. If truancy becomes a recurring problem, a conference including parents, teacher, administration, and the student will be scheduled. A report will also be filed with the County Truancy Office. Hendricks High School will follow state truancy laws (see below).
4. The authority to decide whether an absence is excused or unexcused rests with the administration.
5. Students truant from school will not participate in their next scheduled MSHSL activity.

The administration will file truancy charges with the court system in the case of students who are chronic/habitual truants.

Truancy Laws (Ages 12 +)

Continuing Truant - [MN Statute 260A.02](#) provides that a continuing truant is a student who is subject to the compulsory instruction requirements of [MN Statute 120A.22](#) and is absent from instruction without valid excuse within a single school year for:

- Three days if the child is in an elementary school; or
- Three or more class periods on three days if the child is in middle school, junior high school, or high school; or
- When a student is classified as a continuing truant, the school may notify the student's parent or legal guardian that the child is considered truant and inform the parents of the provisions of Minn. Stat 260A, 260C, and 120A regarding truant students. The school may also refer a continuing truant to the Lincoln County Attorney's Office.

Habitual Truant - [MN Statute 260C.007](#) defines a habitual truant as:

- A child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school; or
- A child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

The district shall refer a habitual truant child and the child's parents or legal guardian to appropriate services and procedures, under [MN Statute 260A](#).

TARDINESS

Students are expected to be in class on time. All tardiness will be noted on the student's attendance record. **In determining class credit, two tardies in one class is equal to one absence.**

Students who are late to school must report to the office to get a pass which will allow them to get into class. A student will receive an unexcused absence if he/she misses 15 minutes or more of a class. Oversleeping and running errands are not acceptable reasons for being tardy. Administration will determine whether a tardy is excused or unexcused.

During the school day, if a student arrives late to class without a valid pass from a teacher or staff member, the student will be counted tardy. A student can also receive a tardy for taking too much time to report to a designated location or to return to class. A guideline of three to four minutes should allow students time to pass between locations.

A student will be allowed one tardy each quarter without penalty. The second time a student is tardy he/she will be assigned a twenty minute detention. A third tardy will be forty minutes of detention, and a fourth will be one hour of office detention. Detentions will be served after school and must be made up within the next five school days, or the detention time will be doubled. If the student does not serve the detention within the five days, he/she may be assigned to in-school or out-of-school suspension **Students who have not made up detention time by the end of the**

quarter will receive “No Credit” in all classes until the detention time is completed. All ineligibility rules will apply if the student receives “No Credit.”

DISCIPLINE POLICY

Hendricks High School is a public education establishment devoted to providing academic, athletic, artistic, and social experiences to the young people of this area. All students have the right to take part in these experiences and learn from them. No student should be denied this right. Behaviors that impede this educational process need to be corrected, as they infringe upon the rights/safety of others.

It is the responsibility of the school district to make reasonable policies and rules governing student behavior and conduct while in the school environment. The school board holds all school personnel responsible for maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

These policies and rules apply at any time a student is present on school grounds, at a school-sponsored activity such as athletic competitions and assemblies, and while on school buses. Students are expected to exhibit respect and appropriate behavior in accordance with federal, state, and local laws, and in a way that respects the rights and safety of others.

It is the responsibility of each classroom instructor to establish behavior expectations for his/her classroom, communicate these clearly to students, and make classroom correctives as needed. When this procedure is ineffective, the instructor will turn to the administration for assistance. The chart at the end of the handbook will be used as a guideline when discipline efforts within the classroom fail. Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff and administration on a case-by-case basis. The administration may use their discretion to modify consequences beyond those set forth in this policy based on the particular incident.

REMOVAL FROM CLASS

If a student is removed from class for disciplinary reasons, he or she must report to the office and may be assigned detention or further consequences.

DETENTION

Detention assigned will be served as determined by the teacher/principal. Detention assigned must be served within five days of its assignment. If the student does not serve the detention within the five days, he/she may be assigned to in-school or out-of-school suspension. Students who have not made up detention time by the end of the quarter will receive “No Credit” in all classes until the detention time is completed. All ineligibility rules will apply if the student receives “No Credit.”

Students who ride the bus to school are held responsible for the same disciplinary measures as those students who live in town. Bus students will be allowed one day to arrange transportation.

ISS (IN-SCHOOL SUSPENSION) AND OSS (OUT-OF-SCHOOL SUSPENSION)

ISS will be assigned for skipping class or leaving school without permission or other offenses as determined by the administration. When a student is assigned ISS, he/she will be seated in an isolated area away from contact with other students and under the supervision of the principal or his designee. He/she is expected to have school textbooks and assigned work, remain awake, remain quiet, turn in his/her cell phone and other electronic devices, and may not leave his/her assigned area without permission from administration.

In-school suspension will not count towards a student's maximum of eight absences. Students serving in-school suspension will be permitted to make up their work and receive credit for it.

OSS will be assigned for a disrespectful confrontation, insubordination, or profanity directed at a staff member, for fighting, for smoking, using chewing tobacco or possessing tobacco products, for possession or use of alcohol or drugs, or for other offenses as determined by the administration. When a student returns to school following an OSS, a parent *may be required* to come with the student to meet with the principal. Students who are serving OSS may not attend any school function or athletic competition or enter the school building. No credit will be given for work assigned while a student is serving out of school suspension, unless a test is given, for which the student can earn 50% of his score on the test. All OSS time will count as absences.

COMPLAINT PROCEDURE

The following are the steps for student/parent complaints at HENDRICKS High School:

Step 1 Contact the teacher involved at the school during school hours (between 7:45 AM and 3:30 PM).

Step 2 If necessary, at a time satisfactory to all parties involved, a meeting of parents/guardians, student, and teacher will be held.

Step 3 If necessary, a meeting will be set up with the Building Principal, teacher, student, and parents/guardians involved.

Step 4 If necessary, a meeting including parent(s), student, teacher, and Building Principal will be scheduled with the Superintendent of Schools.

Step 5 If necessary, a hearing by the Board of Education will be held including the parents/guardians, the student, the teacher, the Building Principal, and the Superintendent of Schools to try to resolve the conflict.

THREATS

Saying, texting, or posting anything on social media that makes another student or staff fearful is wrong regardless of the originator's intent. Joking is not an excuse. Any reference to a weapon or death is prohibited. A threat may result in immediate suspension and a parent conference to admit the student back to school. Depending on the severity, a student may be referred to the school board for expulsion. Threats may also be referred to the police for charges.

WEAPONS POLICY

Dangerous Weapons, Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal or that may cause harm to persons or property is prohibited at school and school-sponsored activities. Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property. A dangerous weapon can be many things. It includes guns,

switchblades, brass knuckles, numchucks, certain liquids, pellet guns and laser pens. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death. There are some exceptions. Firearms being transported in accordance with Minnesota law are accepted. If you have any question about an exception, however, you must talk to the principal. A principal can authorize an exception in writing.

Possession on school property includes on a school bus, on a school property, on any property leased by a school and whether the school is public or private. Any student who brings a firearm to school will be expelled from school for a period of not less than one year. Expelled means removal from the regular school's program at the location where the violation occurred. Students with disabilities will be disciplined on a case-by-case basis. Alternative school placement is available.

Minimum Corrective Activities

1. Initial suspension for up to 5 days
2. Confiscation of weapon
3. Notification of police
4. Recommendation to the Superintendent of expulsion

No weapon may be used for demonstration purposes in a class or extracurricular activity without direct permission from the principal given to the student for that particular purpose or activity.

BUS PRIVILEGES

Riding the bus is a privilege provided for students. Students who demonstrate inappropriate actions towards another student, someone outside the bus, or the driver will receive consequences for such behavior. Consequences may vary, depending upon the situation and may involve detention, suspension, or removal of bus privileges. Generally, a student will be prohibited from riding the bus for 3 days upon the second report from the driver.

OTHER POLICIES

SCHOOL DRESS

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational and community standards.

With the wide variety of styles and fashions available today, parents and students should use good judgment and common sense in picking clothes for school so that a learning atmosphere can be maintained. In order to promote a positive learning atmosphere, hats and coats will not be worn to class. They must be placed in the student's locker during the school day.

Backpacks must be stored in lockers and may not be kept in the classroom.

Hendricks Public School desires to keep students and employees free from threats of harmful influence from any group or gang who advocate drug use, chemical use or disruptive/negative behavior. Hendricks Public School prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group. Any student wearing or carrying libelous, slanderous, potentially dangerous, or overt gang or other paraphernalia that symbolizes

membership shall be referred to the principal or designee. The student's parent/guardian may be contacted and the student sent home to change clothes if necessary.

Appropriate clothing for school includes:

1. Clothing for the weather
2. Clothing that does not create a health or safety hazard
3. Clothing appropriate for the activity (i.e., physical education or the classroom)
4. The area between the neck and shoulders must be covered by at least one inch of fabric. A student's back must be covered. Skirts and shorts must extend past the length of the fingertips when arms are extended at the side of the body.

Inappropriate clothing for school includes, but is not limited to:

1. "Short shorts", skimpy tank tops, tops that expose the midriff, spaghetti straps, visible cleavage, visible undergarments and other clothing that is not in keeping with community standards.
2. Clothing which bears a message that is lewd, vulgar, or obscene.
3. Clothing that depicts or advocates the use of drugs, tobacco, alcohol, gangs or weapons or promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to any group or which connotes gang membership.
5. Any apparel or footwear that would damage school property.
6. Hats/caps are not allowed in the building.
7. Students will not be allowed to wear or bring coats, jackets or other outside clothing into a classroom situation.
8. Students will not be allowed to wear chains, bandannas, or other items determined inappropriate by the administration.

LOST AND FOUND

The lost and found department is located in the Teacher Work Room. All articles found in school or on the school grounds should be turned in to the secretary. Unless a lock is used, avoid leaving money and other valuables in lockers. Leave them with a responsible person and be sure to report all losses to the Principal's Office. You are advised to obtain a lock from your PE teacher for your gym locker and use it regularly. Students are advised not to bring money to school if it can be avoided. The school is not responsible for loss of personal items taken from lockers.

PUBLIC DISPLAY OF AFFECTION

ONLY handholding is appropriate at school. All other displays of affection are not appropriate and will have consequences.

MEDICATION POLICY

Our medication policy, according to Minnesota Statute 126.202, and approved by the school board in 1988, is as follows:

1. Medications, including over the counter items, should be ordered by a physician (forms will be left at our local clinic). This form is also to be signed by the parent/guardian.

2. Medications should be brought to school by the parent the first day it is to be administered. Medications must be in the original container with an appropriate label. Please ask your pharmacist for a bottle for school use only.

In some cases, this policy may be an inconvenience, but we must comply with the law. More important, we wish to promote the safety of our students. We ask your cooperation.

WINTER STORM POLICY – SCHOOL DAY

In the early morning hours, during inclement weather, the following radio/TV stations will be notified of school closing or late starts: WCCO – Twin Cities, KMHL – Marshall, KELO and KSFY – Sioux Falls. Parents who have registered for the automated parent notification system will be notified via “School Reach.”

The stations above are listed in general order of notification in the event of emergency school closing. Generally the stations are called by 6:30 am. Sometimes, however, in the event of widespread inclement weather, telephone lines to the respective stations are busy, so the order of notification and the time of the call may not always be followed. A two-hour late start means weather conditions will be reviewed and a decision will be made to stay with the late start or close for the entire day. Parents are advised to listen for last minute changes. Worsening weather conditions may force the early closing of schools. If this should happen, the above radio/TV stations will carry this information. On such a day, our phone lines become jammed; do not expect your student to call home using the school phones. Students and parents should discuss plans for such an event and be prepared in advance.

YEARBOOK PICTURES

Senior pictures appearing in the yearbook and the composite senior picture must be appropriate for such use and are subject to the approval of the administration. The final decision regarding any yearbook pictures will be made by administration.

STUDENTS 18 YEARS OLD OR OLDER

Many wonderful things happen when you become 18! In general, you have most of the same freedoms—and responsibilities—as any adult in the community. However, state laws require that schools enforce the same rules on all students, regardless of their age. Your role as a student supersedes your position as an 18 year old adult. At school, you are a student and subject to the same rules as any other student.

THEFT OR VANDALISM

Students should not leave money or items of value in their locker or unsecured in the locker room. Report thefts to the office to be investigated. Any items taken from a locker are not the responsibility of the school. However, in the event of a theft or vandalism, police may be notified and charges filed. The parent and the identified student are responsible for restitution. The student is subject to suspension.

SCHOOL LUNCH

Hendricks High School has a closed lunch policy which means that students remain in the building during lunch period, unless permission has otherwise been granted.

The cafeteria serves lunch daily. The full lunch is a balanced meal. The portion sizes are in compliance with the USDA School Lunch Meal Pattern Requirements.

High School students that do not wish to eat a full school lunch can purchase other food items at the Ala-Carte Line in the school cafeteria. A variety of different food items will be on sale daily.

Students may bring lunch and buy their milk. Students will not be allowed to order food from an outside source unless authorized by the High School Principal in **advance**.

The lunchroom is an extension of our classrooms and as such, students are expected to keep voices down and keep comments appropriate. Students are expected to leave tables clean. If something spills, a supervisor will provide cleaning supplies for the student to clean up. Students are expected to properly dispose of garbage and return silverware and trays to the appropriate area. Students who do not comply with lunchroom expectations may be assigned to a separate lunch area, lunchroom cleanup or other consequences.

MEAL CHARGING POLICY

For the 2016-2017 year, the cost of a school lunch for a student is \$2.45. Breakfast will cost \$1.45. Lunch money may be paid in the office. Students are expected to keep a positive balance in their lunch account. Family lunch account balances may be checked online. Written notifications may be mailed or emailed periodically. If a family lunch account has a negative balance for a period of time, the student may be refused a meal and the account will be referred to the superintendent for collection.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Hendricks High School is a member of the Minnesota State High School League and is governed by the rules, regulations, and eligibility of the League.

It is the policy of Hendricks Schools to provide a program of extra-curricular activities, clubs, and student organizations in the school district. These activities, clubs, and organizations are considered voluntary and no student will be required to participate or belong to any of these if he/she chooses.

In order to promote the benefits to be derived from a program of student activities, eligibility standards are established for all participants in these extra-curricular activities.

A STUDENT MUST BE IN SCHOOL THE ENTIRE DAY OF THE SCHEDULED ACTIVITY TO BE ABLE TO PARTICIPATE IN THE ACTIVITY, UNLESS THE STUDENT HAS A PRE-APPROVED, PRE-SCHEDULED APPOINTMENT. THIS ALSO INCLUDES PRACTICES OR REHEARSALS.

HENDRICKS ACADEMIC ELIGIBILITY FOR ALL EXTRA CURRICULAR ACTIVITIES

- A. Students failing one or more subjects will be placed on academic probation for a period of one week. Students will be allowed to practice and participate in competition during the probationary period. This period shall begin on Monday of a given week and continue through Saturday of that week. If students are still not passing at the end of the probationary week, they will become academically ineligible.

- B. Students placed on academic ineligibility will be allowed to practice with respective teams or groups but will not be allowed to participate in any competitive event for a minimum period of one week.
- C. Students on academic probation/ineligibility will be required to remain in any assigned study hall or teacher advisory class during the week of academic probation/ineligibility to assist in improving course work.
- D. Weekly progress reports will be entered into JMC each Friday. If a parent does not have internet access please notify the office and a grade report will be mailed home.

FACIAL HAIR, PIERCINGS, TATOOS

No student participating in any MSHSL activity is permitted to have any facial hair, any piercings (except ear piercings) or any visible tattoos.

ATHLETIC TRAINING RULES

Coaches of high school extracurricular activities may add rules to their activity that is above and beyond the guidelines set by the Minnesota State High School League. Coaches must present their training rules prior to the start of practice and will provide written copies of their training rules to each participant and to the high school administration. Coaches must also provide the administration with the date that the training rules were presented and given to the participants. In addition, coaches are responsible for any and all enforcement of their training rules.

Minnesota State High School league and HENDRICKS High School rules concerning the use of mood-altering chemicals:

PHILOSOPHY AND PURPOSE

- A. Philosophy of the Member School relating to the use of Mood-Altering Chemicals, i.e., Alcohol, Tobacco, Drugs, and Marijuana.
The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.
The close contact in MSHSL activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The MSHSL, therefore, supports education and awareness training in adolescent chemical use including chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.

- B. Statement of Purpose
 - (1) To provide consistency with the MSHSL Constitution: “to elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.”

- (2) To emphasize the schools' concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
- (3) To promote equality and a sense of order and discipline among students.
- (4) To confirm and support existing state laws which restrict the use of such mood altering chemicals.
- (5) To establish standards of conduct for those students who are leaders and standard bearers among their peers.
- (6) To assist students, who desire to resist peer pressure, which directs them toward the use of mood-altering chemicals.
- (7) To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

REPORTING ALCOHOL AND CHEMICAL USE

Please be aware of legislation that was passed during the 1988 Minnesota Legislative Year concerning chemical use on the part of our student population. All public schools in Minnesota must establish a chemical abuse pre-assessment team made up of school officials. This team is responsible for addressing reports of chemical use by the students as reported to them.

All law enforcement people and teachers shall make these reports, without exception. The law enforcement agencies must report to the pre-assessment team any and all chemical use, possession or transfer of alcohol or a controlled substance by a student, in writing, within two weeks of the incident. Teachers are required to report whenever this violation occurs on school grounds or during school related activities.

It is the policy of the pre-assessment team to contact students and parents of the affected student and deal with every case in an expeditious and fair manner.

ELIGIBILITY RULES BY CATEGORY

Activities sponsored by the Minnesota State High School League and the HENDRICKS High School are listed in four (4) categories.

ACTIVITIES IN CATEGORY I

Girls

Fall	Volleyball	Cross Country	Trap Shooting
Winter	Basketball	Gymnastics	
Spring	Golf	Track and Field	

Boys

Fall	Football	Cross Country	Trap Shooting
Winter	Basketball		
Spring	Golf	Track and Field	

RULES

A student shall not at any time, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

PENALTIES FOR VIOLATIONS OF CATEGORY I

ACTIVITIES

A. First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) CONSECUTIVE INTERSCHOLASTIC EVENTS or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program. During the season anyone found guilty of substance use or admits to the use will be dismissed from the team and forfeit rights to play in any remaining games during the current season. Underclassman would be urged to continue practicing and developing skills to better their chances for playing next year.

B. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility for the next nine (9) CONSECUTIVE INTERSCHOLASTIC EVENTS or nine (9) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can become reinstated in school-sponsored activity. The director or a counselor of a chemical dependency treatment center must issue certification. During the season anyone found guilty of substance use or admits to the use will be dismissed from the team and forfeit rights to play in any remaining games during the current season. Underclassman would be urged to continue practicing and developing skills to better their chances for playing next year.

C. Third Violation

Penalty: After confirmation of the third subsequent violation, the student shall lose eligibility for the next fifteen (15) CONSECUTIVE INTERSCHOLASTIC EVENTS or fifteen weeks of a season in which the student is a participant, whichever is greater.

If after the third subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program; the student may be certified for reinstatement in Minnesota State High School League Activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.

A student shall be disqualified from all activities for nine weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. During the season anyone found guilty of substance use or admits to the use will be dismissed from the team and forfeit rights to play in any remaining

games during the current season. Underclassman would be urged to continue practicing and developing skills to better their chances for playing next year.

ACTIVITIES IN CATEGORY II

Speech
Band
Spring Play

One Act Play
Choir

SPEECH

In addition to speech, which is offered as a regular subject, HENDRICKS High School participates in the speech activities as prescribed by the Minnesota State High School League. Students in grades 7-12 are eligible to compete. Participation in these activities will be of great use and lasting value to those students who are interested in developing diction, confidence, and poise.

PLAYS

The following plays will be produced each year: One-Act Play, and a Spring Play. The plays are selected by the directors and the casts are selected by tryouts.

HENDRICKS HIGH SCHOOL MUSIC PARTICIPATION REQUIREMENTS

Membership

Membership is open to students in grades 9-12.

Lessons

Band lessons are required on an individual or small group basis. A lesson schedule is provided for the teachers.

Attendance

Attendance at rehearsals, lessons and concerts is mandatory. Illness and emergencies are acceptable reasons for absence, upon notifying the director of such an emergency. If a student has a conflict with any of the performance times, he is to advise the director one month in advance and the conflict will then be taken into careful consideration by the director, administrators, and the parents of the student involved. If students are not present at a concert, students are dropped one letter grade. There will be NO exceptions.

Rental of Musical Instruments

Guidelines to be used in the rental of school-owned instruments to students – students using school-owned music instruments shall pay a yearly rental fee of \$40.00, except for those students who have switched over to a school horn at the request of the director.

RULES

During the school year or during the season of practice, play or rehearsal, regardless of the quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

PENALTIES FOR VIOLATIONS OF CATEGORY II ACTIVITIES

A. First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next Master Calendar scheduled concert or contest or three (3) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not permitted to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, etc. in the designated three (3) weeks. No exception is permitted for a student who becomes a participant in a treatment program.

B. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility in the next three (3) Master Calendar scheduled concerts or contest or six (6) weeks of the season in which the student is a participant, whichever is greater. Students in violation are not permitted to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, etc. for the designated six (6) weeks. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can become reinstated in any school-sponsored activities. The director or a counselor of a chemical dependency treatment center must issue certification.

C. Third Violation

Penalty: After confirmation of the third (3) or subsequent violation, the student shall lose eligibility for the next six (6) Master Calendar scheduled concerts or contests or nine (9) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, and etc. for the designated nine (9) weeks.

If after the third subsequent violation, the student, of his/her own volition, becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota State High School League Activities after a minimum period of (6) weeks. The director or counselor of chemical dependency treatment center must issue such certification. A student shall be disqualified from all activities for nine weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

ACTIVITIES IN CATEGORY III

**Class Officer
Honor Society**

Student Council

STUDENT COUNCIL

Senior High Student Council is open to students in grades 9-12 who sincerely desire to work and participate in activities sponsored by the council. Its primary function is the betterment of HENDRICKS High School. All students are urged to present matters which they feel will help the school to the student council representatives. Each class is limited to a specific number of representatives totaling 5 student council members. To become a member of Hendricks Student Council, students must fill out an application form, which can be obtained from the Principal in May of each school year. The class representatives will then be selected from the applicants by the

seniors in student council. These representatives also serve as class officers. Meetings are scheduled as needed.

RULES

During anytime in a student's high school career, regardless of the quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

PENALTIES FOR VIOLATION OF CATEGORY III ACTIVITIES

A student will not be allowed to participate in these activities during any part of their high school career. These are leadership positions in the High School and there will be zero tolerance for any violation.

ACTIVITIES IN CATEGORY IV

FFA FCCLA Drumline

PENALTIES FOR VIOLATIONS OF CATEGORY IV ACTIVITIES

A. First Violation of drug and alcohol policy

Penalty: One month (30 days) suspension from all category IV activities: this includes all in and out of school activities and trips. This also results in the forfeiture of all fees, expenses, and trip costs that the student was signed up to participate in. The suspension will start from the time it is reported to the advisor or the building principal.

To be reinstated to participate in category activities the student must come to the next meeting and apologize to the chapter for his or her actions. Said meeting will be scheduled if need be on day 30 of the suspension.

B. Second Violation of drug and alcohol policy

Penalty: One year (365 days) suspension from all category IV activities; this includes all in and out of school activities and trips. This also results in the forfeiture of all fees, expenses, and trip costs that the student was signed up to participate in. The suspension will start from the time it is reported to the advisor or the building principal.

To be reinstated to participate in category IV activities the student must come to the next meeting and apologize to the chapter for his or her actions. Said meeting will be scheduled if need be on day 365 of the suspension.

C. Third Violation of drug and alcohol policy

Penalty: Three years (1095 days) suspension from all category IV activities; this includes all in and out of school activities and trips. This also results in the forfeiture of all fees, expenses, and trip costs that the student was signed up to participate in. The suspension will start from the time it is reported to the advisor or the building principal.

To be reinstated to participate in category IV activities the student must come to the next meeting and apologize to the chapter for his or her actions. Said meeting will be scheduled if need be on day 1095 of the suspension.

TRIP POLICY

1. The following enforcement penalty for the use of alcohol, drugs, and tobacco, or other serious discipline problems while on a Hendricks Public School sponsored trip:
 - a. Loss of all awards earned during the year, which were received in the activity in which the problem occurred.
 - b. Loss of all local scholarship consideration for the school year.
 - c. Parents will be immediately notified, and violators will be returned home as soon as possible.
 - d. If students are present in a room where a problem occurs, all students in the room will be penalized.
2. Any Hendricks Public School student present in the room of an activity group where a problem occurs is subject to the penalties outlined in #a above. Anyone who wishes to visit students on an activity trip should always see the advisor first.
3. The addition of a school representative to supervise students at night is a must.
4. The Principal or Activities Director will meet with advisors, chaperones, and the student group before all trips to go over the rules.
5. Advisors, chaperones, and faculty representatives will agree to the following:
 - a. No visitors in student rooms. All visitors will contact advisors and chaperones before visiting student groups.
 - b. List of approved chaperones.
 - c. Night supervision.
 - d. Location of student rooms and advisor/chaperone rooms.
 - e. Curfew time, free time, and optional group activities.
 - f. Procedure for handling violations.
6. Any problems involving discipline will always involve the security people at the hotel/motel. A report is to be filed. Advisors are to return home with the name and telephone number of security people involved.
7. Male advisors will always have a female chaperone if (1) one or more female students are included. Female advisors will always have a male chaperone if (1) one or more male students are included.
8. Parents/guardians will be required to sign a permission slip before their students are eligible to go on any trip.
9. Students who go on activity trips will remain with the group. The only exception will be family emergencies for discipline problems.
9. As students are representing Hendricks Public School, students are expected to adhere to the school district's dress policy.
10. Students placed on academic ineligibility are not eligible for HENDRICKS sponsored trips, except for same-day class field trips.

HENDRICKS SCHOOLS HAZING PROHIBITION

I. Purpose

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

II. General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. 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.

III. 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.

IV. 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 principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, 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 principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. School District Action

- 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, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such actions may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. Reprisal

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

HARASSMENT, OR DISCRIMINATION

THE SCHOOL BOARD OF HENDRICKS IS COMMITTED TO PROTECTING ITS STUDENTS and EMPLOYEES FROM BULLYING, HARASSMENT, OR DISCRIMINATION FOR ANY REASON AND OF ANY TYPE.

This may involve, but is not limited to:

1. unwanted teasing
2. threatening
3. intimidating
4. stalking
5. cyber stalking
6. cyber bullying
7. physical violence
8. theft
9. sexual, religious, or racial harassment
10. public humiliation
11. destruction of school or personal property
12. social exclusion, including incitement and/or coercion
13. rumor or spreading of falsehoods

BULLYING, HARASSMENT, OR DISCRIMINATION WILL NOT BE TOLERATED AND SHALL BE JUST CAUSE FOR DISCIPLINARY ACTION.

A. The School District prohibits the bullying of any student or school employee:

1. during any educational program or activity conducted by HENDRICKS;
2. during any school-related or school-sponsored program or activity or on a HENDRICKS school bus;
3. through the use of any electronic device or data while on school grounds or on a HENDRICKS school bus, computer software that is accessed through a computer, computer system, or computer network of the HENDRICKS. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
4. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a HENDRICKS school bus.
5. while the District does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate.

B. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension.

C. Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is

strongly encouraged to report the incident(s) in writing to a school official.

Complaints should be filed as soon as possible after the alleged incident, but must be filed within ninety (90) school days after the alleged incident (i.e., within 90 school days of the last act of alleged bullying).

D. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this Policy shall be treated as another incidence of bullying.

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy.

The complete policy on bullying, harassment, or discrimination is available in the superintendent's office.

Adopted: June 17, 2014

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with 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 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 and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any

place constitutes bullying 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. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

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

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

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

III. DEFINITIONS

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

- A. “Bullying” means 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 includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has 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;
or
- 4. Creating a hostile educational environment for a student.

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

- 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 at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

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

student may report bullying 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 principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying 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. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying 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 a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, 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, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary

consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

- D. 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 incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying 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. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 120B.233 (Character Development Education Revenue; Pilot Program)
 Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 MSBA/MASA Model Policy 423 (Employee-Student Relationships)
 MSBA/MASA Model Policy 501 (School Weapons Policy)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 507 (Corporal Punishment)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
 MSBA/MASA Model Policy 525 (Violence Prevention)
 MSBA/MASA Model Policy 526 (Hazing Prohibition)
 MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 711 (Videotaping on School Buses)
 MSBA/MASA Model Policy 712 (Video Surveillance)

Minor/Level 1 Addressed by teacher in classroom or hallway (non-referral – non-recorded)	Minor/Level 2 Addressed by teacher in classroom or hallway. Pink form signed by parents. (non-referral – recorded pink form)	Major/Level 3 Must involve administrator. (referral to office – recorded)
1. Inappropriate Language <ul style="list-style-type: none"> ● Swearing ● Name calling ● Verbal argument ● Negative comments ● Impolite Language 	1. Inappropriate Language <ul style="list-style-type: none"> ● Harassment (taunting) ● Threats/intimidation 2. Physical Contact <ul style="list-style-type: none"> ● Kicking 	1. Inappropriate Language <ul style="list-style-type: none"> ● Excessively vulgar language ● Severe verbal threats against anyone ● Sexual harassment

<ul style="list-style-type: none"> • Talking back/lying <p>2. Physical Contact</p> <ul style="list-style-type: none"> • Pushing/shoving • Bumping • Touching someone else <p>3. Defiance</p> <ul style="list-style-type: none"> • Stubborn behavior • Breaking class rules • Talking back • Lack of participation • Missing homework <p>4. Disruptions</p> <ul style="list-style-type: none"> • Making noise • Yelling out • Disruption during instruction • Constant talking <p>5. Property Misuse</p> <ul style="list-style-type: none"> • Ripping books • Breaking pencils, crayons, or classroom toys • Throwing small objects • Pushing furniture • Writing on desk, books • Going into another person's desk and/or backpack 	<ul style="list-style-type: none"> • Spitting • Play fighting resulting in an injury • Slapping • Hitting others <p>3. Defiance</p> <ul style="list-style-type: none"> • Arguing with others and not complying with redirection • Defiance of verbal directions • Running away from situations <p>4. Disruptions</p> <ul style="list-style-type: none"> • Inappropriate use of space <p>5. Property Misuse</p> <ul style="list-style-type: none"> • Throwing objects • Destruction of peer, teacher or school property 	<ul style="list-style-type: none"> • Racial harassment • Bullying <p>2. Physical Contact</p> <ul style="list-style-type: none"> • Physical intimidation of faculty/staff • Sexual assault • Fighting/Physical assault <p>3. Defiance</p> <ul style="list-style-type: none"> • Walking out of classroom • Leaving your class while in the hallway <p>4. Insubordination</p>