

**2023-2024**



**NORMAN COUNTY EAST  
SCHOOL**

**STUDENT/PARENT HANDBOOK**

This Handbook and its contents were approved by the School Board at its regular meeting on August 21, 2023.

## **MISSION OF NORMAN COUNTY EAST SCHOOLS**

We will provide a safe positive learning environment that provides outstanding academic and social development for each student.

### **NORMAN COUNTY GOAL STATEMENT:**

Each year for the next three years in the subject area of reading, we will increase the proportion of students in each grade who score at or above proficiency, and decrease the proportion who score below proficiency on district assessments.

The staff and administration welcome you to Norman County East School. Each year brings new students, teachers, courses, materials, and equipment together for the purpose of providing the best education possible for students. The beginning of each year is always exciting. We provide this handbook and encourage all students and parent(s) / guardian(s) to read and understand this manual concerning general information about the Norman County East Schools. Each student should set a personal goal of participating fully and achieving the most educationally as that is possible for the coming year. The faculty and staff are here to help and challenge each student to expand their abilities. Our commitment is to provide each student with challenging educational experiences. However, what this school year holds for you, will largely be determined by you. Attendance, loyalty, reliability, consideration for others, concern for your school, community, and fellow students provide opportunities for challenging yourself to become the best person that you can academically and socially.

Best wishes for the coming year.

### **GENERAL INFORMATION**

**For a complete explanation of District policies, a copy of the District Policy Manual can be obtained from the Superintendent's office.**

**This Handbook may be changed or amended during the school year. Changes will be posted with the most up to date version available on the school website. If you have any questions about a provision in the handbook, contact the principal.**

**Requirement of Student and Parent acknowledgement of understanding-** State Law requires students to understand the expectations of the district's student handbook policies and disciplinary consequences for missing the district's behavior standard. Norman County East School provides both the student and parent/guardian online access to review the handbook. Printed copies of the handbook are provided on request.

**NORMAN COUNTY EAST SCHOOL DISTRICT # 2215**

**All staff may be contacted using the following email sequence: (first name)(last initial)@nce.k12.mn.us**

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**ELEMENTARY STAFF**

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Bates, Courtney  
Dollinger, Kara  
Douville, Jodi  
Hoven, Stacey  
Hunstad, Amy  
Grefsrud, Allison  
Knutson, Randy  
Liebl, Marcia  
Nelson, Ty  
Reardon, Jeanne  
Sather, Lindsey  
Strum, Beth  
Stuhaug, Laurie  
Swegarden, Becky  
Thronson, Kristin

Response to Intervention (RtI)  
General Music/Band  
Grade 6  
Special Education  
Grade 2  
Grade 3  
Grade 4  
Grade 5  
Kindergarten  
Physical Education  
Substitute  
ECFE/Eagles Nest Preschool  
Media Center  
Grade 1  
Speech  
Social Worker/American Indian Ed.  
Title 1/WIN Room

ext. 134  
ext. 161 OR 137  
ext. 110  
ext. 136  
ext. 148  
ext. 117  
ext. 107  
ext. 109  
ext. 124  
ext. 135  
ext. 147  
ext. 121  
ext. 156  
ext. 128  
ext. 125  
ext. 129  
ext. 114

**CUSTODIANS** ext. 111

Dennis Jacobson  
Heather Wichern

**TRANSPORTATION**

Lou Arends  
Dean Bentley  
Norman Gullingsrud  
Mike Vigum

**CAFETERIA STAFF** ext. 153

Denise Rasmuson-Head Cook  
Heather Wichern-Assistant  
Bindy Thronson-Assistant

**TECHNOLOGY** ext. 106

Dan Viste

**HIGH SCHOOL STAFF**

Bates, Courtney	Vocal Music	ext. 137
Bates, Courtney	Music-Instrumental	ext. 161
Clow, Todd	Social Studies	ext. 145
Crader, Greg	Industrial Technology/Woods	ext. 140
Hunstad, Brooke	Guidance Counselor	ext. 105
Korte, Abby	Special Education	ext. 113
Nelson, Ty	Physical Education/Health	ext. 135
Rostad, Jesse	Business/Careers/Math	ext. 150
Schow, Hunter	Science	ext. 133
Schow, Kain	Math	ext. 151
Sylliaasen, Tyler	English	ext. 143
Strum, Beth	Media Center	ext. 156
Viste, Dan	Technology Coordinator	ext. 106
Ward, Christopher	Art	ext. 155

**ORGANIZATION ADVISORS**

Annual/Yearbook	Christopher Ward
Be Kind Day	Courtney Bates, Chris Ward, Jodi Douville
ESports	Kain Schow
FFA	Carrie Booth & Amanda Thorsvig
Homecoming	Kara Dollinger and Chris Ward
MN Honor Society	Jodi Douville
Knowledge Bowl	Abby Korte
Musical	Courtney Bates and Jodi Douville
River Watch	Hunter Schow
One-Act Play	
Snow Daze	Kara Dollinger and Hunter Schow
Student Council	Todd Clow and Greg Crader

**CLASS ADVISORS**

12 <sup>th</sup> ----	Courtney Bates Brooke Hunstad
11 <sup>th</sup> ----	Abby Korte Hunter Schow Tyler Sylliaasen
10 <sup>th</sup> ----	Jesse Rostad
9 <sup>th</sup> ----	Kain Schow
8 <sup>th</sup> ----	Chris Ward
7 <sup>th</sup> ----	Ty Nelson

**DAILY SCHOOL SCHEDULE**

1 <sup>st</sup>	8:30-9:15
2 <sup>nd</sup>	9:18-10:03
3 <sup>rd</sup>	10:06-10:51
4 <sup>th</sup>	10:54-11:39
5 <sup>th</sup>	12:12-12:57
6 <sup>th</sup>	1:00-1:45
7 <sup>th</sup>	1:48-2:33
Titan Time	2:36-3:09
Elem Lunch	Prek-3rd 11:10-11:40
7-12 Lunch	11:39-12:09
Elem Lunch	4th-6th 12:10-12:40

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## **ALTERNATIVE LEARNING PROGRAM/ALTERNATIVE LEARNING CENTER COURSES**

Students fully enrolled at NCE may be referred, at their request, during grades 9-12 to an ALP/ALC to make up credits lost due to course failures. These ALP/ALC courses will be taken outside the regular school day. Transportation will be the responsibility of the student.

Other students may be referred to an ALP/ALC, at their request, for part time or full time programs if they meet any of the required criteria: 1) at least 2 grade levels below performance on a local achievement test, 2) at least 1 year behind in satisfactorily completing coursework, 3) are pregnant or a parent, 4) have been assessed as chemically dependent, 5) have been physically or sexually abused, 6) have a diagnosed mental health disorder, 7) have been homeless within the past 6 months, 8) have been excluded or expelled. In these cases, the student is responsible for their own transportation.

## **ATHLETIC/ACADEMIC ELIGIBILITY POLICY (Academic/Athletic/Arts Guidelines)**

### **ATHLETIC ATTENDANCE ELIGIBILITY:**

A student must be in school on time in order to participate in an extracurricular event, unless an advanced makeup slip is acquired or the absence is excused. It is the student's responsibility to inform their coach or advisor if they have not met the attendance requirements for that day. Students who are suspended or serving ISS will not be allowed to participate in extracurricular activities the day(s) of the suspension or ISS. This includes weekends if the punishment carries over to the next week. In addition, students must be to school on time the morning after a MSHSL sponsored athletic activity or the absence must be excused. You will not be allowed to participate in the next MSHSL athletic event for any unexcused absences the day after a MSHSL sponsored athletic activity.

### **ACADEMIC ELIGIBILITY POLICY:**

Eligibility for all extracurricular and co-curricular activities will be based on failing grades issued by teachers every two weeks. The teacher, every two weeks, will submit the grades of any students failing their courses at that time. (Half way between the beginning of the quarter and midterms, midterm, halfway between midterm and the end of the quarter, and the end of the quarter) Should a teacher issue a failing grade for any class after two weeks, the student will be subject to a seven calendar days warning or grace period. During this time, the student remains eligible, but must raise the grade to passing status by 3:45 p.m. of the 7th calendar day.

Should the student's failing grade remain at the end of the warning period or grace period, the student is declared immediately to be ineligible for 7 calendar days. Should the teacher declare the grade to be passing at the end of the 7th ineligible day, the student will resume eligibility. Should the grade remain failing, the student shall remain ineligible until such time as the teacher verifies that the grade has become passing.

In a timely manner the principal, teachers, athletic director and advisor shall inform all students receiving a failing grade(s) for the reporting period. As soon as is reasonably possible, the activities director and/or staff shall discuss with the student the failing grade and potential ineligibility. It is the student's responsibility to inform their parents of their failing grade and ineligibility. It is the student's responsibility to raise their grade(s) from failing status to passing status. If the grade becomes a passing grade, the teacher shall sign a form, which the student shall present to the athletic director and coach verifying that the grade has been cleared, now making them eligible.

Students who receive a failing grade at the end of any academic quarter will be declared ineligible as soon as is reasonably possible following the end of the quarter. The ineligible period will be fourteen calendar days or two

events whichever is greatest. This carry over includes carry over from the end of the school year to the start of the next school year.

#### COMMUNICATION GUIDELINES WITH COACHES:

Our coaches/advisors are hired by the school district because we believe they are people of integrity and have an understanding of how to run activities and programs at our school. They make judgment decisions based on what they believe to be best for their programs and all the students involved. These decisions are based on what they see every day in practice, as well as in games or competition.

We welcome parents to contact coaches/advisors by calling them at school during school hours and calls should be directed to school contact numbers only. Parents should not contact coaches/advisors at personal phone numbers except in cases of emergency (e.g. athletic injury or unexpected absences from scheduled events).

Unauthorized parent communication with coaches and advisors is deemed harassment and will be treated as such by Administration and local law enforcement.

If there is a concern or question, this is the proper procedure you should follow:

1. Student meets with the coach/advisor. If this does not resolve the situation then go on to step 2.
2. Parent contacts the coach/advisor and a meeting is scheduled with the student and parent(s). If this does not resolve the situation go on to step 3. (If the parent refuses to involve the student in the process, the conflict resolution process is finished, and the issue is considered resolved.)
3. Parent contacts the activities director and a meeting is scheduled with the student, parent(s), coach/advisor and activities director. If this does not resolve the situation go on to step 4.
4. Parent contacts the principal and a meeting is scheduled with the student, parent(s), coach/advisor, activities director, and principal.

Note: Parents, please do not contact a coach or advisor right after a game or contest if you have a concern or question. Depending upon the circumstances, discuss the situation with your son or daughter and if necessary have them talk to the coach/advisor before or after practice the following day. Communication can be a wonderful tool to resolve or clarify an issue or concern as long as we are respectful, courteous, and willing to work together in the best interest of our students, activities, and programs.

#### EXTRA and CO-CURRICULAR ACTIVITIES:

Students participating in any extracurricular activities must follow the rules of the Minnesota State High School League and Norman County East/Ulen-Hitterdal High Schools. Every student attending school at Norman County East/Ulen-Hitterdal High Schools will complete a Minnesota State High School League permission form. Academic standing, disciplinary matters or enrollment status may limit eligibility for participation.

Any student reported to the office due to unacceptable behavior may be excluded from an extra or co-curricular activity or event. Extracurricular activities include all extra and co-curricular activities like sports, One Act Play, Minnesota Honor Society, class officer, choir, band, musicals, student council, Knowledge Bowl, etc.

Ineligible students may practice and will accompany the team or group to games or contests and sit with the team bench area during games unless an early dismissal or missing the regular school day is required, then the Ineligible student will stay in school and not leave.

Students who are academically ineligible or display behaviors considered unbecoming as determined by the administration at the time of a school sponsored contest, convention, or trip, considered outside of the curriculum may not be allowed to attend.

NORMAN COUNTY EAST/ULEN HITTERDAL PUBLIC SCHOOLS PLAYING TIME PHILOSOPHY:

Elementary – Equal playing time for all participants. Jr. High – Playing time will be shared by all participants, but not on an equal time basis. The coach will ensure that each athlete will play in every game or match, barring any unusual circumstances such as penalties for missing practices or breaking team rules. Football may be an exception to this rule because a major concern is the safety of the athletes. If an athlete’s physical stature could put him/her at risk of an injury, the coach could limit his/her playing time. C-Team, 9th Grade, Jr. Varsity – All kids will get the opportunity to participate. The coach will make every opportunity to get all of the kids playing time. Some kids will play more than others. Varsity – Play to win. Majority of the playing time will be limited to a few. There may be kids that will not get in the game.

SPORTS PER SEASON PARTICIPATION LIMIT:

Students will be able to participate in more than one MSHSL sponsored athletic activities in the same season (fall, winter, spring). Students will declare a primary and secondary sport, with the primary sport taking priority over the secondary when a conflict or dual events occur.

**Spectator Code of Ethics**

The administrations and school boards of NCE/UH would like to remind all spectators that attending any sporting event is a privilege, not a right and so must be treated as such.

Here at NCE/UH we pride ourselves on demonstrating courtesy to visiting teams and officials and establishing a positive relationship between visitors and hosts. It is the responsibility and duty of all spectators to emphasize the proper ideals of sportsmanship, ethical conduct and fair play and to eliminate all negativities which tend to destroy the best values of the game. As spectators, we need to respect the integrity and judgment of the sports officials at all levels of competition. As spectators, it is your responsibility to be positive role models to the youth in our schools and communities. As spectators, we must conduct ourselves in a manner that will teach the youth of NCE/UH and surrounding communities, good sportsmanship and leadership. Remember there are other spectators that are at the event to enjoy it, so please respect their privilege to be there by being a positive, respectful spectator.

Remember that a sporting event is only a game...not a matter of life or death for the players, coaches, officials, fans, and community.

**Behavior: Fan/Spectator**

The following additions are consequences for disorderly or unruly student and adult spectator/fan behavior at student events held in association with the Norman County East and Ulen-Hitterdal School Districts. Unruly or disorderly student fan behavior will be handled through normal school discipline due process and possible referral to law enforcement. The assigned event supervisor will report to administration all unruly or unsportsmanlike behavior. Adult spectator behavior will be handled in the following steps if deemed in violation of the NCE/UH School districts conduct policy.

Warning (YELLOW CARD):

A warning will be issued to the individual through the use of a “Yellow Card”, should the adult spectator’s behavior violate policy regarding coaches, contest officials, student-athletes or advisors during or after an event or constitutes participating in unsportsmanlike behavior from the stands.

First offense (RED CARD):

The person in question may be suspended from attending the next three home events for that sport or activity, with the consequences to follow into the same sport’s next season if need be. This consequence may be reduced to the next two events if the coach or advisor involved receives a formal, written apology from the offending fan before the third event takes place, and a copy of the incident report and apology is transmitted to both NCE and UH board of education to remain on file.

Second Offense:

A person involved in a second offense over the course of the calendar year may be suspended from all extra-curricular events for the remainder of the calendar year.

Note: Laws regarding trespassing on school grounds, trespassing at school activities, and disorderly conduct at public events will be referred to and enforced by local law enforcement.

**ATTENDANCE**

**STATE REQUIREMENTS**

State compulsory attendance law requires regular school attendance by all persons under the age of seventeen. Students, as well as parents and guardians, are held accountable for regular school attendance and are subject to appropriate legal consequences when the law is violated. Violation of the compulsory attendance law is labeled “truancy” by the state of Minnesota. Three unexcused absences in one or more class periods constitute continuing truancy; seven absences from one or more class periods constitute habitual truancy and will be prosecuted. Students who are truant from school are required, under law, to be reported to the courts by school officials to be handled in the judicial system. Students will be referred to the Norman County Social Services. Students who are absent for 15 consecutive days will be dropped from enrollment and are considered high school dropouts according to state attendance reporting requirements.

**ATTENDANCE POLICY (see District Policy #503)**

The school board recognizes regular attendance as important to the continuity in the education process of each student. Classroom learning experiences are a meaningful and essential part of any educational system. Time missed from classes hinders the benefit from the interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. Norman County East High School considers consistent and timely attendance a major responsibility. Good attendance should be a top priority of our students and is the responsibility of the students and their parent(s)/guardian(s).

If absent from school, parents must call the office by 9 a.m. or the school will call them or their emergency contact number. If no phone contact can be made, Social Services or police may be contacted to further investigate the child’s absence; a written note signed by a parent/guardian must be received within 24 hours if phone contact was not made for absence to be excused and work eligible for credit. The note must be dated and state the reason for the absence. Absences not reported by parents/guardians will be recorded as unexcused. For illness, a doctor’s note will be required on the 3rd consecutive absence. The doctor’s note must be provided within 24 hours after returning to school. The school has the right to verify absences. The school reserves the

right to refuse excusing an absence when requests become excessive (10 or more absences). Once a student and parent/guardian have been given notification, all future absences will be considered unexcused unless arrangements have been made with the school.

**EXCUSED ABSENCES** Examples: illness, professional appointments (medical, dental, eye), family emergencies, physical disaster, court appearances, vacation with family approval, religious instruction up to 3 hrs/wk, and suspensions. If you are concerned about whether or not an absence will be excused, call the school office in advance to inquire.

**UNEXCUSED ABSENCES Examples:** truancy, work for an employer, shopping trips, unexcused /personal trips to school/colleges, hair appointments, tanning booth, sleeping in, auction sales, concerts. These absences will be considered skipping school and be treated according to the discipline policy and/or truancy laws. This may result in **zero** credit for the class time missed.

### **MINIMUM ATTENDANCE POLICY**

Students are expected to attend 171.5 days per school year. Good attendance helps the student progress in the learning process. Once the student has missed school for a cumulative of 10 absences, additional absences will need to be verified by a doctor's note within 24 hours of the absence. School related activities are not considered absences and will not count toward overall attendance. Care should be taken so students are not taken out of school for personal planned events that would put the student over 10 cumulative absences. The school reserves the right to determine if work missed during absence receives credit and to require the student to make up for excess time missed. Please contact the high school office for any questions regarding excused absences.

### **DAYS LIMITATION and TARDIES:**

To earn credit in a semester course at Norman County East High School a student must satisfactorily complete all course work and tests assigned and not be absent from the class more than FIFTEEN(15) times in the semester. School sponsored activities will not count as a part of the FIFTEEN (15). If a student is absent from a class more than FIFTEEN (15) times in a semester, credit for that class will be denied. The student will have the right to appeal the loss of credit and request that the credit be reinstated. This appeal shall be made to an appeals committee consisting of the high school principal, the school counselor, and up to three (3) teachers. The request for an appeal must be made in writing, within three (3) school days following notification of the loss of credit. During the appeal process, and until a decision is made, the student shall be able to attend the class as an audit unless he/she interferes with the educational process within that class, in which case the student will be placed in study hall. The committee reserves the right to require stipulations on all approved appeal applications. Parents will be notified after TEN (10) absences from a class. After the FIFTEEN (15) absences a letter will be sent indicating that credit will be denied in the class and that the student has the right to appeal. Long term illness will necessitate a homebound teacher to avoid days counting against the student. **Students that are tardy to a class by more than fifteen (15) minutes will have it counted as a day absent and three (3) tardies of any amount of time will count as one (1) day absent in regard to this policy and the student will serve detention to make up the time.**

**Students tardy to 1<sup>st</sup> period class must report to the high school office for an admittance slip to class; the office will determine if the tardy is excused or not. If a student does not report to the office when tardy the first hour, he/she will automatically be marked with an unexcused absence.** Teachers will determine excused/unexcused tardies to 2<sup>nd</sup> through 7<sup>th</sup> period classes.

## **TRUANCY**

### **Truancy Definitions:**

#### **Continuing truant. [260A.02 Subd. 3.]**

"Continuing truant" means a child who is subject to the compulsory instruction requirements of section [120A.22](#) and is absent from instruction in a school, as defined in section [120A.05](#), without valid excuse within a single school year for:

- (1) three days if the child is in elementary school; or
- (2) three or more class periods on three days if the child is in middle school, junior high school, or high school.

Nothing in this section shall prevent a school district or charter school from notifying a truant child's parent or legal guardian of the child's truancy or otherwise addressing a child's attendance problems prior to the child becoming a continuing truant.

#### **Habitual truant. [MS 260C.007 subd. 19]**

"Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year 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 per school year and who has not lawfully withdrawn from school under section [120A.22, subdivision 8](#)

#### **Educational Neglect [M.S. 626.556, subd. 2 (f) 4]**

Education neglect is defined as the person responsible for a child's care has not ensured that a child is enrolled in school; and that a child's absence from school is presumed to be due to the parents', guardian's, or custodian's failure to comply with compulsory instruction laws. Norman County Social Services will screen in and provide child protection responses to reports of educational neglect if the following criteria is met.

- A child is under 12 years old, and
- The school has made appropriate efforts to resolve a child's attendance problems.

### **PROCEDURE IN DEALING WITH SCHOOL ATTENDANCE ISSUES:**

#### **THREE unexcused ABSENCES:**

After THREE unexcused absences, the student is considered a continuing truant, and a truancy letter will be sent to the parent at this point. If the school deems necessary or at parent's request, a meeting with the student and parents will be scheduled to address truancy concerns and to educate parents and students.

#### **FIVE unexcused ABSENCES:**

After FIVE unexcused absences, the child and parents will receive a written notice to attend a mandatory meeting with a representative from the school and social services, and where applicable: Indian Child Welfare, law enforcement, and probation. The purpose of this meeting will be to gain knowledge of truancy laws including possible dispositions in truancy cases, as well as understanding the effects of truancy on a student's future. At this meeting the team will work to identify and address any issues that are preventing the child from attending school and being a successful student. The meeting will provide information on possible services available to the family and child, information from the county attorney, and the family will sign a contract to work towards resolving the child's truant behavior. If a child is seventeen or over, the contract will include a

statement indicating the parent is supportive of the child remaining in school. A written plan will be developed with copies provided to all appropriate persons, including social services.

SEVEN unexcused ABSENCES:

If the child continues to accumulate unexcused absences after the 5 day meeting, at SEVEN unexcused days absent, a report shall be made to social services immediately. A written report shall be sent within 72 hours (excluding weekends and holidays) to social services. A truancy petition may be requested. The school reports will contain the following information:

- truancy referral form
- student/parent identifying information
- school concerns
- attendance report
- efforts made by the team to alleviate the problem
- copy of any written plans
- copy of letters sent to the child and/or parent

See Norman County Truancy Policy for additional information.

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## **Behavior Expectations**

### **Respect, Respect, Responsibility**

- **Respect yourself (represent yourself in a positive socially acceptable manner.)**
- **Respect others (they have a right to be here just as yourself)**
- **Be Responsible (accept responsibility for your choices)**

Keep your voice at a normal conversational tone, **especially in the cafeteria and other areas where the sound carries.**

Be respectful of others trying to work, including students and staff. **This includes not distracting them from their tasks. (Example- recognizing when a staff member has to perform duties.)**

**Respect others by being considerate of their needs. This includes keeping hallways clear when others are trying to pass.**

No students are to be in the school building before 7:40 a.m. or after 3:15 p.m. unless you are involved in a faculty supervised activity or waiting for your bus.

Breakfast begins at 8:00 am and closes at 8:30 a.m.

Use care in closing your locker doors and keep lockers clean and neat.

Please walk in the hallways when not exercising.

Take pride in your school by keeping it clean. Please use the trash cans in the halls for waste and pick up any garbage dropped by others.

**FACILITY USE, AFTER SCHOOL**

Basketball shooting or other activities in the gym/weight room after school must be organized by the coach/advisor and must be supervised by a qualified adult. **Other organizations that wish to use the facilities must fill out a facility use form (found at nce.k12.mn.us) and submit the form to the district office to reserve space.**

**DISPLAY OF AFFECTION**

Students are not to engage in affectionate behavior in school; these behaviors include but are not limited to holding hands, kissing, hugging, arms or hands on another’s shoulders or hips, head on another’s lap or legs.

**HALL PASSES**

Students leaving the classroom during class time should be in possession of a pass from the classroom teacher. Failure to have the agenda/hall pass in your possession could result in disciplinary action. Any student leaving one class to do work for another must present a signed pass from the teacher requiring the work to the period teacher before leaving the room.

**HOME & AWAY EVENTS BEHAVIOR**

Students are reminded that while attending both home and away school events, they represent Norman County East School District. All school rules and policies concerning behavior apply. Discipline may be taken.

**OFF-CAMPUS BEHAVIOR**

Students may be disciplined for off-campus conduct which disrupts, interferes with or otherwise affects the environment, activities or operation of the school.

**SKIP DAY**

"Senior Skip Day" will be regarded as an unexcused absence. Senior student participation in any kind of “Skip Day” may result in discontinuing of senior privileges &/or withholding of the student's diploma until satisfactory make-up time is performed as required by the principal.

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**BUSES**

**BUS CONDUCT**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop.

**The following shall be the process used when students are disciplined for disruptive behavior on the bus.**

- Bus driver will correct minor problems and reteach rules that arise out of rules violations, contacting parents as necessary.
- Repeat offenders will have a conference with Administration and parents notified of the problem and the discipline action taken.
- If the student still persists in his bad behavior the student will be suspended (temporarily or indefinitely depending on the frequency and level of offenses) from use of the bus transportation.
- Whenever the student is a danger to himself or others, the student will be denied bus service immediately; the bus driver will contact the Administration immediately.

- Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.
- In cases involving criminal conduct (for example, assault, weapons possession, or vandalism), the Superintendent and local law enforcement officials will be informed.
- Based on the severity of a student's conduct, more serious consequences may be imposed at any time.

### **BUS PASSES**

Students in grades Pre K-6, wishing to ride a bus to a destination other than their home must notify the office by calling or providing a note signed by the parent/guardian.

### **BUS POLICY/TRIPS**

School rules and policies will apply to all trips, whether curricular or extracurricular. All students in the event/organization must ride the bus to the event and back to school unless their parent picks them up at the event and signs their child out with the advisor/supervisor. **Other transportation to an event must be cleared with the AD in advance. Students leaving with a parent/guardian must be signed out with the teacher.** Any other circumstances regarding a student leaving with another parent/adult should be prearranged with the supervisor, activities director, and/or administration.

### **BUS SAFETY**

School transportation has been a major contributing factor in implementing the philosophy of equal educational opportunities for all school children. Our transportation safety education program includes all of the following:

(1) Walking to the bus stop.

- Leave home at the proper time, plan to be at the bus stop about 5 minutes before the bus is scheduled to arrive.
- Wear bright clothes if there is rain, fog, snow, or poor light conditions. Reflective material sewn onto outer garments is a good additional safety precaution.
- Walk on sidewalks whenever they are available. When no sidewalks are available, it is best to walk on the left side of the road, facing traffic, whenever possible and practical.
- Be on the alert for traffic watching for turning cars and cars backing out of driveways.
- Cross streets and roads at corners whenever possible but only after carefully checking for traffic. Use crosswalks whenever possible. Be considerate of property. Don't cut across lawns, through flowers, etc.
- Obey all traffic lights and signs.

(2) At the bus stop.

- Wait quietly in a safe place.
- Stay out of the roadway and stand back from the road.
- Give the bus driver room to stop.

(3) Boarding the bus.

- Check traffic in both directions if you must cross the road.
- Wait until the driver signals students to cross. Check traffic again. Cross about 10 feet in front of the bus
- Form a single line when boarding the bus, use the handrail, and go directly to your seat.

(4) On the bus.

- Remain seated, facing the front, until the bus reaches its destination and comes to a full stop.
- Keep feet on the floor, the aisle clear, and the bus clean.
- Keep head, arms, and hands inside the bus at all times.
- Keep books, coats, and all other objects on your lap or under the seats.

- Speak quietly, a single voice should not be heard above the general level of conversation.
- Treat the school bus with proper respect.
- Obey the bus driver's directions promptly using safe behavior for everyone's safety.
- Only open the windows with the driver's permission and keep all objects inside the bus.

(5) Leaving the bus.

- Remain seated until the bus stops. Let those closest to the door go first.
- Never push or shove. Use handrails and take steps one at a time.
- Move away from the bus so that the driver can see you and you can see the driver.

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### **CELL PHONES, HEADPHONES, and OTHER ELECTRONIC DEVICES**

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. All personnel, staff and students, have the responsibility to use technology in a manner that is appropriate, does not interfere with their ability to do their work, is not distracting to self and others, and does not take time away from educational responsibilities. Headphones and ear buds may be used with permission under the following conditions: only one ear device in use, a volume not audible to others, and only during individual work time. No headphones or ear buds during instruction, group work, or when an adult is talking with the student. All electronic device privileges may be revoked at anytime due to misuse.

Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Requests to use a phone or cell phone will be screened and the conversation monitored. Students are to make arrangements to go to a friend's home BEFORE they arrive at school that day. **Guardians are asked to communicate a change of plans or other needs through the office during the school day.**

Students bringing communication, or any other popular devices, on the bus or into school do so at their own risk as the School District does not assume any responsibility or liability. Photography devices are not allowed in locker rooms at any time and are subject to confiscation for doing so. Any attempt to disable a cell phone or other electronic device to prevent investigation is subject to additional disciplinary action.

#### **Consequences for cell phone / electronic device violations:**

Electronic communication devices such as cell phones/smart watches/etc must be out of sight at all times. Students in 7th-12th grade may use their device during the last 5 minutes of Titan Time or during special events as specifically approved. If communication devices are used/seen at any other time, it must be given to the adult requesting it. Devices will be turned into the office. The **1st violation** will be a call home and the student may pick up the device at the end of the end of the day. The **2nd and subsequent violations** will result in a call home with the device remaining in the office until picked up by a guardian.

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**CHAIN OF COMMAND FOR DISCUSSING CONCERNS REGARDING OTHERS**

**PROCEDURE FOR STUDENT-TO-STUDENT HARASSMENT/DISAGREEMENTS**

- 1<sup>st</sup> Complaint – report to the classroom teacher, class advisor or group advisor
- 2<sup>nd</sup> Complaint – report to the School Counselor 7-12 or social worker Prek-12.
- 3<sup>rd</sup> Complaint – report to the Principal who will refer to law enforcement as necessary.

**PROCEDURE FOR STUDENT COMPLAINT ABOUT A TEACHER’S ACTIONS**

- 1<sup>st</sup> Complaint – meet with that teacher outside of regular class time
- 2<sup>nd</sup> Complaint – report to the Principal
- 3<sup>rd</sup> Complaint – report to the Human Rights Officer, **Mr. Nudell**

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**CHEATING**

Cheating and plagiarism are prohibited. This includes inappropriate use of AI technology. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district’s “Student Discipline” policy. No credit will be given if cheating occurs and further consequences may be imposed. Cheating is reported to honor societies.

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**CLASS ASSIGNED DUTIES**

**CLASS ADVISORS**

At least 1 advisor must be at any class meeting and concessions. All need to be at any class function or party. Any class activity must first be approved by advisors, then the Principal. The following are the predetermined class activities:

- SENIORS:** Senior Banquet/Awards - plan & setup; Graduation select motto, flower & colors; ordering announcements and Graduation program.
- JUNIORS:** Jr.-Sr. Prom & Banquet (decorating, banquet & dance)
- SOPHOMORES:** Homecoming dance (decorating & dance); securing adequate chaperones, music
- STUDENT COUNCIL:** Homecoming - button sales, coronation. Snow Days- activities, coronation, dance. Be Kind Day organization.

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**COLLEGE REPRESENTATIVES AND VISITS**

Juniors and seniors **MUST** sign up by the designated deadline for College Rep. visits at NCE or you will **NOT** be allowed to attend. Juniors and seniors are allowed **two** excused absences from school for college or tech. school visits, however proof/documentation of visit may be required. College visits at NCE will be held during Titan Time or over lunch. Juniors and seniors will be allowed to attend.

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**CONCESSIONS AT EVENTS**

Student classes/groups and advisors are responsible for working concessions events at Twin Valley for volleyball and basketball. Parents are encouraged to assist. Advisors oversee setup and cleanup.

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## **COLLEGE CLASSES AND CREDITS**

### **COLLEGE IN THE HIGH SCHOOL (CHS)**

Norman County East offers classes for college credit on the high school campus. Students must meet the college and NCE requirements in order to take the class. The district also requires students to meet school attendance requirements in order to participate in this program.

### **ON-LINE COLLEGE IN THE HIGH SCHOOL (OCHS)**

Norman County East offers online college classes that can be taken for both college and high school credit while attending school on the high school campus. Students must meet the college requirements in order to take the class. The district also requires students to meet school attendance requirements in order to participate in this program. Before a student's first online class starts, the student must activate their state STAR ID provided by OCHS (this will be sent in the mail directly to the student's residence). The student must also complete the online learning orientation class found on the college online learning platform.

**The Norman County East application process to participate in OCHS includes:**

- **Accuplacer or MCA Requirement**
- **GPA Requirements: 10th (3.4), 11th (3.0), 12th (2.8)**
- **Attendance Record-routinely absent less than 10 days per year.**
- **Agree to allow proctor access to grades and progress by printing or showing records.**
- **Complete Online Orientation Course**
- **Core classroom teachers will need to complete documentation to assess competency for the student(s) in the following areas:**

\*note taking

\*work ethic

\*independent skills

\*classroom participation/attendance

**Students will be required to know the following:**

How and when to find support/tutoring

How to email the online instructor

How technology outside of school hours will be obtained

How to ask for help from inhouse teachers (emailing, free time, prep, before school, at their convenience)

How to manage time successfully for completing academics on time

How to maneuver the on-line platform to meet requirements

### **PSEO-required notification**

*Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.*

*There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information*

*to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.*

**COLLEGE COURSE DROP/ADDS**

To drop/add/change a college class, the student must contact the high school counselor. The drop/add/change deadline for College classes before the start of the class. If a student is unsure about taking a class, the class should be dropped before the deadline. The grade earned from the class has an effect on the student's cumulative college GPA. This GPA is carried over to post secondary education after high school graduation and does not reset. Depending on the college and/or OCHS guidelines, if a student drops a class after the deadline, the student will either receive a "W" for withdrawal or a failing grade. Reasons that are not acceptable for dropping a class after the deadline include but not limited to: lack of time management, missed assignments or tests, lack of student preparation, student lack of understanding the online learning platform, student not realizing there are assignments, etc. If a student drops after the deadline for an unexcused reason, the district may bill a student for the tuition of the class dropped and the class will receive an "F" on the high school transcript. The district reserves the right to determine if a student is a viable candidate for future participation in the CHS or OCHS programs.

**COLLEGE COURSE GRADING, CREDIT, AND TIME ALLOTMENT**

Students taking college classes receive the same grade they earn from the college instructor on the high school transcript. A 4 credit college class will be equal to 1 high school credit as recommended by the state of Minnesota. College classes worth less credits will be prorated, 3 college credits= .75 credit.

Students are responsible for providing a printed/electronic copy of their current college grades at the end of each quarter and as requested.

One high school period is permitted in the student's schedule for each OCHS or PSEO course.

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**COMPUTER USE RULES**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

Computers are the property of Norman County East School District; anything done on or through a school computer or network is open to inspection by staff/administration at any time, including e-mail. Computer usage agreement forms must be signed by student and parent before internet privileges are granted.

**\*\*Repeated accessing fire-walled sites or proxy sites will result in suspension of use privileges.**

**HONORS PASS USE:** students with Honors Passes may use computers for recreation (no unauthorized games, hotmail, etc.) provided computers are not needed by other students to do school work.

**STUDENTS FROM CLASSES/STUDY HALLS:** students sent to the computer lab/media center from a class session must have their passes that state what classes they are from and what assignments they are working on. They are only allowed to work on those assignments and must leave when finished.

**STUDENTS:** - **remain at one computer only** and **only one student at a computer at a time**  
-are not allowed to print anything for personal use; only school work/assignments.  
-are allowed access to the Internet only with parent permission signature on record.  
-email use is intended for school related correspondence only.

**LAPTOP AGREEMENT AND INSURANCE POLICY:**

All 7th through 12th grade students will be issued a Chromebook, sign a technology agreement, and will be required to pay a \$30 insurance fee. Students in 9th through 12th grade can choose to bring their own laptops if they wish instead (see below). The insurance fee will cover accidental damage. It will not cover intentional damage, which would be billed as needed to repair damages. Computers will be issued only when previous technology and damage fees have been paid.

**COMPUTER USE: PERSONAL LAPTOP USE POLICY**

Student owned laptop computers may be used in the school building for school related purposes only. Wireless internet connection may be acquired by obtaining a password from the administration. Connection to the District network will only be allowed for online classes or when deemed necessary for educational purposes. Any laptop brought into the school must have current approved anti-virus software installed prior to being used in the building. Any non-school related use, such as games or inappropriate internet surfing will result in loss of the privilege. Any personal laptop computer brought into the school building is subject to inspection by the administration at any time during that school year. The district is not responsible for loss or damage to any personal laptop computer brought into the school building.

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**COURSES TAKEN VIA AN OFF-CAMPUS INDEPENDENT STUDY PROVIDER**

Students may select to take a course via an Independent Study provider with the approval of the administration. If the course taken is to substitute for a course currently offered at NCE, the student's daily class schedule will include a time period for that course and the student will be expected to do the coursework during that scheduled time. A location and supervisor will be assigned by the administration. The student will be expected to complete the course during the grading period that the course is scheduled or credit may not be granted for the course. The District will pay the cost of the course.

If a student chooses to take a course from an Independent Study provider as an extra course, beyond what is required to be a full time student, no daily scheduled time will be provided, no location or supervisor will be assigned. The student will be responsible for the cost of the course.

Such courses may be taken on-line or paper-pencil format.

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**DANCES, PARTIES AND SPECIAL EVENTS**

Each class may hold one class dance/party during the year. Such events are to be held on Friday or Saturday night. Closing time will be 12:00 a.m.; doors will close 30 minutes after starting time; no re-admission of students without special advanced permission. A custodian **MUST** be in the building during a dance. Plans for such parties are to be approved by the class advisors and cleared through the principal. Clean-up must be supervised and completed before the next school day. Class advisors &/or designees or parent chaperones (minimum of 4 adults, 2 must be staff) must be present at all parties. Guests must be under 21 years of age at

the time of the event; one guest per NCE student. Guest list must be completed by the Monday preceding the event & guests approved by the principal. Guests must arrive and be admitted with the NCE student. All school rules and policies will be in effect for everyone attending.

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## **DETENTION**

Many conflicts can be resolved immediately and do not require reporting or creation of an incident report or office discipline referral. Responses for inappropriate or irresponsible behavior should be handled in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance.

For the student who violated the prohibited conduct policy: NCE may use multi-tiered levels of response that are individualized, consistent, reasonable, fair, and age-appropriate and should match the severity of the student's behavior and their developmental age. Ideally the response should be a natural and logical match to the prohibited behavior; consequences must be paired with meaningful instruction and guidance; and must be carefully planned with well-defined outcomes.

Responses may include but are not limited to:

- o Safety planning
- o Student conference(s)
- o Working with parents of involved students
- o Teaching/reteaching of desired skills or behavior
- o Reinforcing desired skills or behaviors
- o School disciplinary action (detention, suspension, etc.)
- o Connecting students/families to school, district, community resources

If detention is assigned, students will serve detention on the first or second detention day after the violation and are responsible for securing their ride home if needed. **Notices sent home are for information only and not intended for securing a ride home or other arrangements; that is the student's responsibility.**

### **DETENTION RULES:**

1. Be on time.
2. You must bring work to do that does not involve electronics.
3. The student will stay in the room and voices will be off.
4. Violation of these rules could result in additional detentions or in-school suspension

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## **DISCIPLINE: STUDENT DISCIPLINE**

### **I. PURPOSE**

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

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

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

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

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

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

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

## **III. DEFINITIONS**

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

#### **IV. POLICY**

A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

#### **IN-SCHOOL SUSPENSION**

In-school suspensions will run for full days. If the student goes home during ISS, they will have to serve a full day when they return to school. No regular student privileges are allowed during ISS (drinks, phone, etc.)

#### **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspensions will be used for more serious or repeated offenses. When suspended out of school students are not allowed on school grounds during the suspension period. Students will only receive credit for school work made up during the out-of-school suspension period.

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**DRESS: STUDENT DRESS (see District Policy #504)**

Students are expected to come to school looking neat and clean, and dressed in a manner which is accepted as in good taste. Hairstyles and clothing that create problems of health, safety or sanitation are not acceptable. Excessively baggy clothes, clothing advertising alcohol, tobacco, cannabis, drugs, gang/cult symbols or with slogans deemed not to be in good taste, sexual connotations or sex/gender demeaning will not be allowed. Clothes/scarves worn in any manner to depict gang affiliation will not be allowed. Clothes worn that expose skin or under garments that are inadequate in its covering, tops without adequate shoulder straps, open backs, visible cleavage and midriff-baring tops are not allowed. Shorts or skirts that are considered too short by administration are not allowed. Pants must fit appropriately at the waist. Shirts/tops must hang below the belt line/waist band when standing or reaching above the head and adequately provide coverage while participating in the educational day. No underwear may show above the waistband of pants. No long chains hanging from pants. Heavy coats/jackets shall not be worn in the building. Clothing articles that cause school maintenance problems such as heavy boots that excessively mark floors, or trousers with metal rivets that scratch furniture, must be avoided. Students in violation of the dress code will be asked to change into appropriate clothing if available or parents will be called to bring appropriate clothing. Students who repeatedly violate the dress code will be disciplined. If there is a question about if an outfit will meet the dress code, please do not wear it.

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**EMERGENCY DRILLS:**

As required by state law, fire and lock down drills are practiced each year. These drills may be of varying lengths.

**EMERGENCIES:** In the event of an emergency at the school or if it is unclear if there is an emergency, please do NOT call the school. In the event of an actual emergency, district personnel need the phone lines available for communication. In the event of an emergency, appropriate parents/guardians will be contacted by approved district staff with needed information. Only personnel, such as essential school employees and law enforcement, will be admitted into the school during an event. Others will be asked to vacate the school property.

If students are sent home as a precautionary measure, students will not be permitted to reenter the building or stay in the building after school is dismissed.

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**EXTRACURRICULARS**

To attend extracurricular events and field trips, students are expected to fulfill school obligations such as attending classes, completing work, and displaying appropriate behavior.

For specific policies regarding participation see the Activities Section.

Activities offered: Baseball, FCCLA, Music Ensembles, One-Act Play, Musical, Softball, Track and Field, Football, Basketball, Volleyball, Fishing League, Trap Shooting League, Knowledge Bowl, Envirothon, River Watch.

Athletics: See Activities Section.

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**FEES**

If a student is required to pay for a party, program, field trip, or bus ride, payment must be in advance before that event.

There may be fees for projects in career and tech ed courses, art, or another course that is excess of the material requirements of the minimum course outline, provided the student elects to do such a project with the approval of the instructor. The student may elect to take such products home and costs of such projects must be paid as the material is used. Students may provide their own material for such projects, again with the approval of the instructor. Fees for classroom projects must be paid or credit will be withheld regardless of project completion. Students will receive a receipt from the teacher to bring to the office for payment.

Students are responsible for the cost of school equipment or material destroyed, broken, or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.

**FIELD TRIPS**

To attend field trips, students are expected to fulfill school obligations such as attending classes, completing work, and displaying appropriate behavior. NCE Student/Parent Handbook rules apply to all field trips sponsored by the District. On overnight trips, students exhibiting inappropriate behavior may be sent home at their parent’s expense. Students may not be allowed to attend overnight trips if previous behavior indicates a risk; this will be at the discretion of the supervisor and/or administration.

**FOOD AND BEVERAGE IN LOCKERS**

Sack lunches are to be consumed only in the cafeteria. Pop and energy drinks are not allowed in school except at designated events, such as games; only bottled water or water bottles are allowed in classrooms or in lockers. No glassware or open cans in lockers.

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**FUNDRAISERS & SALES**

1. Must be approved by the administration.
2. No selling during or between classes; only before school, at noon and after 3:10 p.m.
3. Do NOT solicit sales from staff members until after school has been dismissed for the day.

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**GAME OR EVENT ATTENDANCE**

Students that are absent all day or leave during the day because of illness may NOT attend any school related events for that day without administrative approval.

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**GRADING**

**System of Grades**

In Norman County East High School, the work of the student is graded in terms of A, B, C, D, and F. In general, a grade of “A” denotes work of superior quality, “B” denotes very good, “C” denotes average work, “D” denotes work is passing, but

of low quality, and “F” stands for failure. Incompletes (I) given at the end of the period should be made up within five school days after that period has ended. Course credit will not be given until incompletes are made up.

The following is the grading percentages to be used by all teachers:

A	100 to 93
A-	92 to 90
B+	89 to 87
B	86 to 83
B-	82 to 80
C+	79 to 77
C	76 to 73
C-	72 to 70
D+	69 to 67
D	66 to 63
D-	62 to 60
F	59 and below

**GRADE REPORTS FOR INDEPENDENT STUDY AND OFF CAMPUS COURSES:**

Students taking on-line or independent study courses must provide the athletic director with a grade report every 2 weeks and the guidance counselor with a grade report at the end of each quarter/semester. This report must include a “percent complete” notation. If the student has not met the “target complete” figure or has not completed the actual percentage of the course for that calendar date, within 10%, he/she will be considered incomplete and will be subject to the ineligible policy and grading policy concerning incompletes.

**HONOR ROLL**

To be placed on the honor roll students must be a full-time student, meet attendance requirements, and achieve one of the grade point averages listed below with no grade below "C".

"A" Honor Roll	3.667	"B" Honor Roll	3.00 to 3.66
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Averages are computed on the basis of:

A 4.00	A- 3.66	B+ 3.33
B 3.00	B- 2.66	C+ 2.33
C 2.00	C- 1.66	D+ 1.33
D 1.00	D- 0.66	F 0

**INCOMPLETE GRADES**

Students who have not made up school work before the report card period ends receive an "Incomplete" grade. This work must be made up within 5 school days after the reporting period ends; otherwise the Incomplete becomes an "F". See your teacher about any make-up work. **It is YOUR responsibility!**

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**GRADUATION REQUIREMENTS**

To qualify for graduation from Norman County East High School, a student must complete 26 credits in grades 9 – 12. The following credits are required:

- 4 credits in English; earning one credit each year.
- 4 credits in Social Studies; (US hist, World Hist, World Geog, Econ, Gov, Civics)
- ½ credit of Physical Education.
- 1 credit of Personal Finance/Careers in Grade 11 OR 12.
- 3 credits of Science. Required in Grades 9 &10.

- 3 credits of Mathematics; 1 in Grade 9 & 1 in grade 10 and 1 in grade 11 or 12.
- 1 credit of fine art or performing arts between grades 9 and 12.
- ½ credit of Health
- The remainder elective credits.
  - 11th-12th grade students may earn one elective credit for 350 hours worked in approved long-term health care facility, health clinic, or childcare center. School verification of hours worked with the employer prior to awarding credit. Two elective credits can be earned and application process is required.

**Classes required for each grade:**

Freshman: English	Sophomores: English	Juniors: English	Seniors: English
U.S. History	World History	Civics-Am. Gov.	World Geog/Econ
Phy/Chem Sci	Biology	Math	*Personal Finance/Careers
Math	Math	Science	
Phy.Ed/Health		*Personal Finance/Careers	

**EXPLANATION:**

1. Any high school class that meets 5 days per week, one period per day for the entire year shall equal one high school credit; semester classes equal ½ credit.
2. Students who register for a year-long class will be expected to remain in that class the entire year unless they are failing at semester break; changes may be made after each quarter in extreme cases; loss of credit may result.
3. All service related units (Library Aide, Teacher Aide, etc.) will be given after you have scheduled your basic course selections. Only one service unit may be scheduled per year. Only 1 credit may be earned in grades 10, 11 & 12 to be graded as Satisfactory/Unsatisfactory and will not count toward GPA.

To be considered a . . .

Sophomore: 6.5 credits by the start of the 10th grade year.

Junior: 13 credits by the start of the 11th grade year.

Senior: 19.5 credits by the start of the 12th grade year.

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**GRADUATION CEREMONY**

**The commencement event is an awards ceremony provided by the District to honor the seniors who have met the state and district requirements. Only seniors who have met these requirements are eligible to walk in the ceremony. Eligibility to participate may be revoked for behavioral reasons, failure to pay fees or other circumstances as deemed appropriate by the administration.**

**HOMEcoming / SNODAZE CANDIDACY**

To be eligible to be nominated for Homecoming or Snodaze Candidacy and elected Queen, King, Prince or Princess, and to participate in coronation, students must be academically eligible. In addition, students must not display actions or behaviors that are unbecoming according to administration discretion.

**HOME-SCHOOL TRANSFERS**

Students transferring into high school from a home-school education program must provide documentation &/or student records verifying the student’s current grade level and assessment of performance in basic communications (reading, writing, literature & fine arts), mathematics, science, social studies, health and

physical education. Failure to provide documentation of grade level assessments will result in the student's enrollment in the 9<sup>th</sup> grade.

### **HONOR GRADUATES**

Scholastic average of 3.5 or above for all work in grades 9 through the third quarter of grade 12, with at least two consecutive years enrolled as a full-time student at NCE. The two graduates with the highest GPAs will be asked to speak at Commencement. In the event one declines, the next highest will be asked. The Honor student with the highest GPA will be designated Valedictorian; the second highest will be Salutatorian.

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### **HONOR STUDENT PASS POLICY**

Those Junior and Senior students maintaining a cumulative GPA of 3.5 or above will be allowed one "free study hall" per day, during which they may be excused from the study hall/Titan Time to do anything they need or wish to do, on or off school grounds, so long as it does not interfere with any class or normal school operations. They may have open access to computer labs for personal use. Honor pass students do not need to return to the study hall before the dismissal bell. All school rules are to be obeyed when not on school grounds. Proper supervision, when necessary, must be arranged by the student. Also, Honors Pass students will be allowed an "open" lunch period. **Students must sign out and in at the office before leaving school grounds. Students may not use automobiles at these times.** Honor pass privileges can be obtained in the office at the beginning of each semester. Eligibility for these privileges is as follows:

1. The cumulative GPA at the end of the previous semester must be 3.5 or higher for a student to qualify.
2. A cumulative GPA of 3.5 or higher must be maintained.

Abuse of these privileges will lead to:

**First Offense:** Suspension of privilege for one week.

**Second Offense:** Suspension of privileges for one month.

**Third Offense:** Revocation of privileges for the remainder of the year.

"Abuse" shall include:

1. Disruption of class or normal school operations.
2. Returning to school late for the hour following the "free period" or "open" lunch
3. Disobeying any school rules or behavior expectations while on or off school grounds.
4. Not signing in and out of school in the office.

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### **ILLNESS**

Students who become sick at school are to report to the office.

### **INTERNET COURSES**

Courses cannot be taken prior to the student's enrolling in high school. All courses must have a 30 day prior approval of the Administration or designee. All internet courses must be accredited by a legitimate accrediting agency such as North Central Association, Commission on International and Trans-Regional Accreditation or the Accreditation Commission for International Internet Education and taught by a teacher with a Minnesota teacher's license. The course must be identified on the student's class schedule and a teacher assigned as a consultant. Any cost will be borne by the school district. Internet courses must be taken while concurrently enrolled in high school and be free of racial, gender and religious bias.

**LOCKERS (see District Policy 502)**

Your locker is the property of the school and is provided for your use. You may request a lock to place on your locker; you are responsible for it and are instructed to keep your locker locked. The school is not responsible for any items missing from the student's locker. "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 the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials." (MN Statute 121A.72). Unauthorized locks may have to be removed in a manner that destroys the lock. In this event, the school or its officials are not liable for the cost of the lock. Additional school locks may be rented for a \$5.00 deposit.

**LOST AND FOUND ARTICLES**

Any student who finds a misplaced article should turn it in to the office. Likewise, any student missing a book or other item should check at the office. Money or other valuables should not be left in coat pockets or lockers. Students may store valuables in the office. The school district is not responsible for lost or stolen articles or money.

**LUNCH POLICY**

The Norman County East School will maintain a closed lunch period, which means that no student will be allowed to leave the school grounds or go home for lunch. If a student does not participate in the hot lunch program he/she may bring a bag lunch, which is to be eaten in the cafeteria. Lunch dropped off for a student may only be delivered to the office.

**MAKEUP SLIPS**

To excuse an absence a make-up slip must be obtained from the office. Any work missed because of an absence or participation in school activities must be made up.

**PROCEDURE TO FOLLOW:**

1. Report to the High School Office before 8:25 A.M.
2. Receive a make-up slip. (Excused or Unexcused)
3. The make-up slip is your admittance to class and request for assignments and must be presented individually to each teacher.
4. The teacher will indicate on the slip the work required. Presenting an excused absence makeup slip will permit credit for the missed work once work is turned in. Make-up work need not be granted for unexcused absences.
5. Typically you have one day for each day missed plus one extra day to complete the make-up work. Students who miss only morning classes are expected to get those assignments that afternoon.
6. Failure to make up work in the allowed time may result in zero credit. Extension may be granted by individual teachers.
7. Students in extracurricular activities, dances, programs, etc. must be in attendance **by 11:00 a.m.** the day of the event to participate, unless an advanced makeup slip is acquired or the absence is excused.

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### **MEDIA CENTER USAGE**

Students coming to the media center from other classes must present a pass which states the purpose of the visit signed by the classroom teacher. All media center rules apply to all students in the media center.

### **MEETINGS**

A class or organization cannot have an official meeting without at least one advisor present. Advisors must approve all class functions first; advisors will report proposed functions to the Principal.

### **PARTICIPATION IN CURRICULAR/CO-CURRICULAR PROGRAMS**

Eligibility for participation may be limited by academic standing, disciplinary matters or enrollment status. Students with more than the maximum number of allowed absences may be limited on attending off campus events during the school day. If you have any questions about eligibility for participation in any aspect of the educational program, contact the principal.

### **PERMIT TO LEAVE**

**Students must sign out and in at the office.** Any student who wishes to leave the school **anytime** during the day must have a written request from a parent or call from home. Present this request to the office **before school starts** to obtain a permit to leave the building. This permit must be arranged before school begins. The office will NOT call parents to obtain permission to leave. This policy is in force for all students regardless of age.

### **PEP FESTS/ASSEMBLIES**

Pep fests will be held as determined by the activities director and the principal. Students will sit in the bleachers by grade, seniors at the west end through 7<sup>th</sup> grade at the east end. Class advisors are to sit with their class. Students are encouraged to participate in the activity and NOT to be disruptive. Disruptive students will be removed and will serve detention.

### **PESTICIDE APPLICATION NOTIFICATION**

A school that plans to apply a pesticide which is a toxicity category I, II, or III pesticide product, as classified by the United States Environmental Protection Agency, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act, on school property, must provide a notice to parents and employees that it applies such pesticides. (MN Statute 121A.30) The notice required under subdivision 3 must:

(1) provide that an estimated schedule of the pesticide applications is available for review or copying at the school offices where such pesticides are applied;

(2) state that long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood;

(3) inform parents that a parent may request to be notified by the school in the manner specified in subdivision 6 before any application of a pesticide listed in this subdivision.

### **PETS/ANIMALS**

Pets or other animals will only be allowed in the school building with administration approval and if the owner/handler can show documented verification of required health vaccinations.

### **PLEDGE OF ALLEGIANCE:**

Participation to say the pledge of allegiance is voluntary; all students will respect others' right to recite or not recite the Pledge of Allegiance.

## **PROM**

The Junior/Senior prom will be held each year. Students must be in grades 11 or 12 to attend the prom (9th/10<sup>th</sup> graders may attend as a guest). Anyone found in possession of/or consuming alcohol the day of the prom will not be allowed to attend. Guest must be under 21 years of age at the time of the prom; guest list and form must be completed by the Monday preceding the prom. All decorating must be directly supervised by an advisor. Students/guests are not allowed to leave the school once the banquet begins. Closing time is 12:00 A.M.

## **PARKING: STUDENT VEHICLES AND PARKING – (see District Policy #527)**

All students must park on the **SOUTH** side of the building. All students are not permitted to use vehicles during the school day unless leaving school for the remainder of the day or they have a written request or a call from their parent approved by the administration. Students are not permitted to sit in/on parked vehicles at noon or any time during the school day. Vehicles may be searched if the District deems it necessary. Only highway-legal licensed vehicles will be allowed on school property at any time. Snowmobiles are allowed on designated routes only and must enter and leave school property from the northwest side of the building and park on the west side.

## **PROGRESS REPORTS TO PARENTS**

Progress Reports will be sent home at mid-quarter for all students failing or in danger of failing a class. Any student on the ineligible list will be denied pass privileges. Teachers may issue special class-work passes to any such student.

## **PROMOTION POLICY**

Students in grades 7 or 8 who fail 2 of the 4 content classes (English, social studies, science & math) will be retained in the same grade for the next year. A student may take summer courses to make up the failed class(es). Any summer course or alternative program must be approved by the administration and completed prior to the start of the next school year if retention is to be avoided. All promotion decisions will be at the discretion of the principal. Parents/guardians will be notified as to their child's options.

## **SCHOOL CLOSINGS**

Should school be called off because of weather conditions, announcements of such closing will be made through the following radio stations: KFGO-790AM in Fargo, and KRJB-106.3FM in Ada; and the following television stations: WDAY-6, KXJB-4 & KVLV-11.

## **STUDENT CHECK-OUT**

If a student is moving and will withdraw from school, a Student Check-out sheet must be obtained from the office and completed before student records will be forwarded.

## **STUDENT TELEPHONE**

The student phone is in the high school office by the door. This phone should be used before and after school and at noon only. It is not an acceptable excuse to be late to class because of any telephone usage. The teacher and the office staff have the right to refuse to allow students to use the telephone during class or for unnecessary reasons. Those needing to make long-distance calls, or calling cell phones using the school's phones must have a calling card.

## **TEXTBOOKS**

Textbooks are furnished to each student at district expense. If any textbook is abused or lost, the student will be fined to cover the expense of replacing the book and credit may be withheld if not paid.

**UNAUTHORIZED IMAGES**

Images of students or teachers during the educational day posted on any social media site without the school’s permission is considered unauthorized and is a violation of privacy policies.

**VEHICLES: STUDENT VEHICLES AND PARKING – (see District Policy #527)**

All students must park on the **SOUTH** side of the building. All students are not permitted to use vehicles during the school day unless leaving school for the remainder of the day or they have a written request or a call from their parent and the use is approved by the administration. Students are not permitted to sit in/on parked vehicles at noon or any time during the school day. Vehicles may be searched if the District deems it necessary. Only highway-legal licensed vehicles will be allowed on school property at any time. Snowmobiles are allowed on designated routes only and must enter and leave school property from the northwest side of the building and park on the west side.

**VIDEO RECORDING**

Students should be advised that the school and some buses utilize video surveillance equipment, There will be instances where the images captured by this equipment will be utilized in various capacities. Data collected is the property of Norman County East but may be shared with law enforcement or other entities when it is deemed prudent to do so. Data will, when necessary, be used in disciplinary situations and to determine participants in various matters. Data will not be shared in a frivolous manner with any agency or persons outside of the district.

**VISITORS**

**PARENT/GUARDIAN VISITS**

Parents/guardians are always welcome and encouraged to visit school. All visits to school, whether to see a student or teacher, must come through the school office. Parents/guardians are not to go directly to classrooms to see students or teachers. Students will be paged to the office to see their parent/guardian. Parents who wish to visit with a teacher should arrange an appointment through the office. Appointments will be made during the teacher’s preparation time or after school classes are over. Teachers will not be pulled out of a class to visit with parents/guardians.

**VISITORS**

All visitors will check in at the office immediately upon entering the building. Students will be called to the office, if their schedule permits, or called between classes. Visitors at noon must visit with a student in the office area during the noon period. Students from area schools or former students will not be allowed in classrooms or at other student activities during the regular school day. Visiting relatives of students will be permitted to visit classes provided arrangements are made a day in advance with the Principal, they are age appropriate and follow all NCE school rules.

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## **ADDITIONAL DISTRICT POLICIES**

### **BULLYING PROHIBITION POLICY-(see District Policy #514)**

“Bullying”, 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 performances, is expressly prohibited on school district property or at school related functions. Complaints of bullying will be promptly investigated and, if warranted, consequences will be measured out to the offender or offenders according to the policy.

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

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

### **DISCIPLINE: NORMAN COUNTY EAST DISTRICT DISCIPLINE POLICY (see District Policy #506)**

In order to ensure that the best possible environment for learning exists in the Norman County East Schools, the School Board has adopted the following objectives:

- A. To promote fair, firm, consistent, and positive treatment of each student in an atmosphere of open communication, self-discipline, and clearly understood rules and regulations.
- B. To assure each student of his/her rights: the right to due process, to freedom from discrimination, and to equal opportunity.
- C. To emphasize students' responsibilities: to have regular school attendance, to make a consistent effort in the classroom, to respect and never interfere with the education of other students, and to respect the individual rights of other students and all school personnel.
- D. To provide effective enforcement of school regulations by all school personnel, closely supervised by a supportive administration.
- E. To promote parental awareness of the conditions necessary for a positive and productive learning atmosphere by establishing an open line of communication between home and school.

### **Behavior Level Responsibilities**

#### **Consequence notes:**

These offenses will be dealt with using differentiated consequences taking into consideration the student, situation, and what best meets the long term needs of the student and other students.
Law enforcement will be contacted for illegal activity or activities that are repetitive in nature such as repetitive targeting of another student.
In cases where the school is short staffed, student(s) may be sent home to serve suspension.
Only staff directly involved, parent, and student will receive documentation of discipline.

**Staff Level: Behaviors to be handled by the classroom teacher or supervisor may include:**

<p>Arguing Cell phone violation Conflict between peers Copying Cheating/Academic Dishonesty Disrespect Disruption of educational process Disobedient Excessive talking/talking out of turn Excessive displays of affection Excessive noise Eye Rolling Inappropriate laughing / sneering Inappropriate or derogatory notes/pictures</p>	<p>Inappropriate language Interrupting Lying Misconduct Misuse of materials/technology Mocking Off task Name calling/defamation Not following directions/ non compliance Running in the hallways Tardiness Teasing/put downs Wandering Work Refusal</p>
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**Interventions may include:**

<p>While using each intervention, identify specific behavior and desired behavior, use specific teaching of expectations with examples, discuss what needs to change and how to change behavior.</p>
<p>Verbal warning.</p>
<p>Move to a separate spot in the room for a specific time.</p>
<p>Adjust privileges for the day.</p>
<p>Send to a partner room for a reset for a specific amount of time.</p>
<p>Contact parent during noon or immediately after school.</p>
<p>Talk with the counselor/social worker.</p>
<p>Detention before school, during lunch, or after school.</p>
<p>Parent meeting with teacher and student.</p>
<p>Restitution: research and write an essay on behavior; help another student; work with the teacher during free time, before, or after school; help another staff member with duties after school</p>

**Office Level**

<p>Behaviors to be handled by the administration or counselor may include:</p>
<p>Description: These behaviors create safety concerns, and/ or involve intent to partake or inflict harm, and/or are illegal.</p>
<p>When a student is sent to the office, please send documentation of the event, the interventions that were used, any prior consequences assigned, a description of what happened. Students sent to the office without notification or without documentation of events and interventions will be returned to the classroom. (Staff will enter student notes on EduClimber.)</p>

Abuse of staff or substitute staff verbally or physically  
 Arson  
 Bomb threats  
 Bullying/cyberbullying, participation or association with bully/cyberbully behaviors  
 Behavior escalated to the point where there is a lack of control on the student or teachers' part.  
 Harassment-repetitive or substantial to disturb the educational process  
 Inappropriate material possession (including dress, pictures, electronics, etc.)  
 Indecent exposure/ sexual misconduct  
 Insubordination  
 Physical contact/fighting  
 Possession /use/sharing/distribution of tobacco, drugs, prohibited substances (vaping solution, alcohol, etc.).  
 Possession/use/distribution of paraphernalia of prohibited substances.  
 Possession of weapon  
 Possession of dangerous instruments or fireworks  
 Possession of weapon with intent to harm  
 Skipping/AWOL  
 Theft  
 Threatening actions or words  
 Use of instrument with intent to harm  
 Vandalism/destruction of property

### **DISCIPLINE COMPLAINT PROCEDURE**

Students, parents and other guardians, and school staff may file an appeal when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

1. A parent may file for an appeal on behalf of their child, regarding any Discipline report and subsequent discipline determination by the Principal. The Principal or his/her designee will serve as the “report taker”. A phone call or an email to the Principal or designee may serve as the reporting procedure.
2. In the event of an appeal, all parties will be afforded the opportunity to provide additional information related to the appeal.
3. The Principal or designee will begin to investigate an appeal within 3 days of receipt of an appeal. All records regarding the investigation will be housed in the Principal’s office and will be made available to the parent upon request.
4. The Principal or designee will issue a written determination addressing each allegation or question with findings and conclusions regarding the appeal.
5. If the investigation finds that policies were not implemented correctly, the Principal will correct the official record of the discipline report. If needed, the Principal will provide relevant staff with appropriate training, coaching or other accountability practices to ensure future compliance with policies.
6. NCE prohibits any reprisal or retaliation against any person who asserts, alleges or makes an appeal. In addition, NCE will use progressive discipline per policy and will apply appropriate consequences for a staff member who engages in reprisal or retaliation.

7. If the appeal involves the Principal or the designee, a parent may make or file the appeal directly with the Superintendent

**DRUG SEARCH: SCHOOL POLICY ON RANDOM DRUG SEARCH (see District Policies #417 & 418)**

The School District may, at any time, ask police and trained dogs to inspect the school building, school grounds and parking lot for illegal substances. If anyone's locker or property is identified by the canine unit as having an illegal substance in it, the owner/assigned student will be contacted and will be asked to open the locker/property for police inspection. Violators of the laws pertaining to illegal substance possession/use will be prosecuted.

**HAZING: SCHOOL POLICY ON HAZING-(see District Policy #526)**

"Hazing", committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose, is not allowed in connection with any Norman County East District activity, function or organization.

**INTERNET PHILOSOPHY AND POLICY (SEE DISTRICT POLICY #524)**

The Internet connects NCE students to thousands of computer networks around the world. This enables students to access information otherwise unavailable to them.

NCE school district has no control over the type of information found on the Internet. Some sites found on the Internet may contain material that is considered inappropriate for educational purposes in a K- 12 setting. We have a security system that allows the District to access the internet sites that students have used and we will monitor student use periodically. However, millions of people are constantly adding new sites to the Internet daily, and it is impossible for a security system to catch and restrict all inappropriate material. The NCE school district does not support or condone the use of these types of materials and does not allow the use of such materials in the school environment. We believe that parents are partly responsible for teaching their children the standards that they should follow when using these informational sources. The NCE school district denies any responsibility for the quality or the accuracy of all material received through the Internet or for any financial obligations resulting from the use of school computers to access Internet purchases.

**Code of Conduct**

-Office must have possession of the access contract signed by both student and parent before the student is allowed on the Internet.

-If you are on the computer and not using it for a class and someone else needs the computer for a class, you must give the computer to them. **No questions asked.**

-If you are on the **ineligible list**, you are only allowed to use the internet and school technology required for a class and under **direct** supervision of a teacher.

-Anything printed or downloaded **must** be for classroom purposes **only**, not for your own entertainment.

-Downloading of educational information is allowed as long as no copyright laws are violated and it is not redistributed in its original form.

-Students are not allowed to review or download any material that is obscene, vulgar, sexually explicit, racially or religiously discriminating, promoting violence/bombs/weapons or otherwise inappropriate.

**-Sending electronic mail**

Students have an e-mail account through the District network that can be used before, during, and after the school day. This service is a privilege and will be inspected routinely. Sending messages that are considered threatening, harassing, pornographic or sending mass emails is not acceptable and will result in immediate revocation of e-mail privileges.

-Students are not permitted to make purchases of services or goods via the Internet and will be held accountable for any financial obligations resulting from such action.

**-Students are not permitted to access Chat Rooms, Discussion Groups, News Groups, Games, MySpace, FaceBook or other types of sites; \*\*repeated attempts to access fire-walled sites or the use of proxy sites is not allowed.**

-There will be no cracking, hacking, or otherwise breaking into accounts that you do not have full-authorized access to.

-Illegal activities, including but not limited to possessing or distributing pornography or commercial software or any associated paraphernalia, are not acceptable and we will not hesitate to call in law enforcement.

*System administrators have the power to determine what inappropriate use is and their decisions are final.*

**Penalties for Internet Violations**

**(If the offense also violates other school rules, other consequences may also be imposed)**

**First offense** – Two weeks off the Internet. Notice sent to parents describing the offense and consequences for further violations.

**Second offense** – Two months off the Internet; unless required for a class and under the direct supervision of the teacher. Notice sent to parents describing the offense, consequences and future consequences for further violations. All staff notified.

**Third offense** - Full year off the Internet. Notice sent to parents. All staff notified.

Authorities may be called in at any time if deemed necessary.

*System administrators have the power to determine what inappropriate use is and their decisions are final*

**MEDICATIONS-(see District Policy #516)**

No over the counter drugs (aspirin, Tylenol, cough drops) will be dispensed by the office unless parent permission is on file. All prescription medications must be turned in to the office and will be dispensed by the school nurse or secretary. Medical cannabis cannot be used or possessed on school grounds or vehicles. (MN Statute 152.23) Norman County East maintains opiate antagonists and has two doses of nasal naloxone available. The school nurse and trained personnel are authorized to administer opiate antagonists.

**RELEASE OF DIRECTORY INFORMATION (see District Policy #515)**

Directory information is public and will be released when requested unless the parent or eligible student requests in writing that such information should not be released. Directory information will include: student's name, area of study, participation in school activities/sports, weight, height and picture of athletic teams, dates of attendance, degrees/awards and most recent educational institution attended. Military recruiting offices have the right to addresses and telephone numbers unless parents request not to release them; requests must be made to the office within 5 days after the start of school. It shall be a violation of school policy to photograph/video any student or staff and/or to use/publish photographs/videos without permission for any purpose except the school newspaper, school website and school annual.

**SECTION 504- DISTRICT POLICY**

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

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be enforced. The principal is the coordinator of Section 504 activities in the high school.

**WEAPONS : Section 10. [127.282] [EXPULSION FOR POSSESSION OF FIREARM (weapon).]**  
**(see District Weapons Policy #501)**

(a) Notwithstanding the time limitation in section 127.27, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

## THE PUPIL FAIR DISMISSAL ACT (Revised 2005)

### **121A.41 DEFINITIONS.**

Subd. 1. As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. "District" means any school district.

Subd. 4. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

Subd. 6. Parent. "Parent" means (a) one of the pupil's parents, or (b) in the case of divorce or legal separation, or if the child's mother was not married to the child's father when the child was conceived nor when the child was born, the custodial parent.

Subd. 7. "Pupil" means any handicapped or non-handicapped student less than 21 years of age eligible to attend a public elementary or secondary school,

Subd. 8. "School" means any school as defined in Minnesota Statutes 1971, section 120.05, subd. 2.

Subd. 9. "School Board" means the governing body of any school district.

Subd. 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If the suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action shall include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to surrounding persons or property; or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days. In the case of a student with a disability, the student's individual education plan team must meet immediately but not more than ten school days after the date on which the decision to remove the student from the student's current educational placement is made. The individual education plan team should at that meeting: conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action; and determine the appropriateness of the child's educational plan. The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting, (2) the student is removed from the student's current placement for five or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten cumulative days in a school year.

The school administration shall implement alternative educational services when the suspension exceeds five days. A separate administrative conference is required for each period of suspension.

Subd. 11. Alternative educational services. "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02 although in a different setting.

### **121A.42 POLICY**

No public school shall deny due process or equal protection of the law to any public school

pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

**121A.44 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY**

When a pupil who has an individual education plan is excluded or expelled under sections 121A.20 to 121A.56 for misbehavior that is not a manifestation of the pupil's handicapping condition, the district shall provide special education and related services after a period of suspension, if suspension is imposed. The district shall initiate a review of the pupil's individual education plan within ten days of the commencement of an expulsion, exclusion, or a suspension of ten days or more.

**121A.44 EXPULSION FOR POSSESSION OF FIREARMS**

(a) Notwithstanding the time limitation in section 127.27, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-to-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

**121A.45 GROUNDS FOR DISMISSAL**

Subd. 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property. Such programs may include special class or assistance from other agencies.

Subd. 2. A pupil may be dismissed on the following grounds.

- (a) Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
- (b) Willful conduct which materially and substantially disrupts the rights of others to an education;
- (c) Willful conduct which endangers the pupil or other pupils, or the property of the school.

**121A.46 SUSPENSION PROCEDURES**

Subd. 1. Informal administrative conference before suspension. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. Administrator notifies pupil of grounds for suspension. At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. Written notice of grounds for suspension. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. Suspension pending expulsion or exclusion. Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

#### **121A.47 EXCLUSION AND EXPULSION PROCEDURES**

Subd. 1. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. Written notice of intent to take action shall:

- (a) Be served upon the pupil and the pupil's parent or guardian by certified mail;
- (b) Contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) State the date, time, and place of the hearing;
- (d) Be accompanied by a copy of sections 121A.20 to 121A.56;
- (e) Describe alternative educational programs accorded the pupil prior to commencement of the expulsion or exclusion proceedings; and
- (f) Inform the pupil and parent or guardian of the right to:
  - (1) Have legal counsel at the hearing;
  - (2) Examine the pupil's records before the hearing;
  - (3) Present evidence; and
  - (4) Confront and cross-examine witnesses.

Subd. 3. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. The pupil shall have a right to a representative of the pupil's own choosing, including legal counsel. If a pupil is financially unable to retain counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.

Subd. 7. The hearing shall take place before:

- (a) An independent hearing officer;
- (b) A member of the school board;
- (c) A committee of the school board, or;
- (d) The full school board; as determined by the school board.

Subd. 8. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 9. At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public-school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 10. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public-school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 11. The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 12. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 13. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.

Subd. 14. The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

#### **121A.48 GOOD FAITH EXCEPTION**

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

#### **121A.49 APPEAL**

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of children, families, and learning within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

#### **121A.50 JUDICIAL REVIEW**

The decision of the commissioner of children, families, and learning made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

#### **121A.51 REPORTS TO SERVICE AGENCY**

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

#### **121A.52 NON APPLICATION OF COMPULSORY ATTENDANCE LAW**

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

### **121A.53 REPORT TO THE COMMISSIONER OF CHILDREN, FAMILIES, AND LEARNING**

Subd. 1. Exclusions and expulsions. The school board shall report each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of children, families, and learning. This report shall include a statement of alternative educational services given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion.

Subd. 2. Report. The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils.

### **121A.54 NOTICE OF RIGHT TO BE REINSTATED**

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

### **121A.55 POLICIES TO BE ESTABLISHED**

(a) The commissioner of children, families, and learning shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) The commissioner shall actively encourage and assist school districts to cooperatively establish alternative educational services within school buildings or at alternative program sites that offer instruction to pupils who are dismissed from school for willfully engaging in dangerous, disruptive, or violent behavior, including for possessing a firearm in a school zone.

### **121A.56 APPLICATION**

Subd.1. Prohibition against discrimination remains in effect. Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363.03, subdivision 5, and clause (2).

Subd. 2. Portions of school program for credit. Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

## **NORMAN COUNTY EAST DISTRICT #2215 POLICY AGAINST RELIGIOUS RACIAL AND SEXUAL HARASSMENT AND VIOLENCE**

1. Everyone at District 2215 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. The district and this school will not tolerate inappropriate remarks about or conduct related to a student or employee's race, color, creed, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity.

3. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - a) name calling, jokes or rumors
  - b) pulling on clothing
  - c) graffiti
  - d) notes or cartoons
  - e) unwelcome touching of a person or clothing
  - f) offensive or graphic posters or book covers or clothing
  - g) any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
4. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Mr. Rob Nudell.
5. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
6. Your right to privacy will be respected as much as possible.
7. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
8. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT  
AND VIOLENCE ARE AGAINST THE LAW  
DISCRIMINATION IS AGAINST THE LAW**

Contact: Mr. Rob Nudell  
Human Rights Officer  
Norman County East High School  
P. O. Box 420  
Twin Valley, MN 56584  
218-584-5151

*Adopted: April 13, 1999*

**Harassment and Violence Prohibition [\*] [See MSBA Model Policy 413]**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class. as defined by school district policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated school district policy.

### **III. DEFINITIONS**

A. "Assault" is:

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

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

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

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

D. Protected Classifications; Definitions

1. "Disability" means, with respect to an individual
  - a. a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;

- b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
- a. their parent or parents or the minor’s legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment: Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school district personnel to avoid physical harm to persons or property.

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity and expression.

#### G. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person's intimate parts;

b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

#### H. Violence: Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or a group of individuals because of, or in a manner reasonably related to, an individual's Protected Class.

#### **IV. REPORTING PROCEDURES**

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer.

Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates the Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>[1]</sup>

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

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

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

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

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

A. Upon completion of an investigation that determines a violation of this policy has occurred, 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 requirements of applicable collective bargaining agreements, Minnesota and federal law and applicable school district policies and regulations.

B. 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 targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

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

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

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

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.

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

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

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 127.46 (Sexual, Religious and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)  
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)  
MN Statute 121A.031

**Cross References:** MSBA Model Policy 102 (Equal Educational Opportunity)  
MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
MSBA Model Policy 406 (Public and Private Personnel Data)  
MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA Model Policy 515 (Violence Prevention)

**NORMAN COUNTY EAST DISTRICT NO. 2215  
RELIGIOUS, RACIAL, OR  
SEXUAL HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Norman County East District 2215 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Circle as appropriate:   sexual / racial / religious

Name of person you believe harassed or was violent toward you or another person.  
\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person.  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statement (i.e. threats, requests, demands, etc.) what, if any physical contact was involved; etc. (Attach additional pages if necessary). \_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_  
\_\_\_\_\_

List any witnesses who were present. \_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_  
has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_

\_\_\_\_\_  
Date