

TRACY AREA HIGH SCHOOL STUDENT HANDBOOK

2025-2026

INTRODUCTION

Welcome to the 2025-2026 school year at Tracy Area High School!

The purpose of the handbook is to provide relevant and current information related to policies and procedures to students and parents. Take time to read it and be informed.

It is our goal to help each student in this school become the type of person who will use and develop his or her abilities to the fullest. This goal can be accomplished by people willing to work hard.

Take pride in yourself and in your school and never fail to give due respect to your fellow students and faculty.

Board of Education

- Rodney Benson, Board Chair
- Jody Bauer, Vice Chair
- Jay Fultz
- Taylor Hoffbeck
- Jeff Knott
- Nicole Swanson, Clerk/Treasurer
- Ryan Verlinde

Administration

- Dr. Chad Anderson, Superintendent
- Mike Munson, Elementary Principal
- Mandy Dibble, Secondary Principal
- Bill Tauer, Activities Director

Faculty

Pamela Anderson	Spanish/English	Heather Kamrud	Science
Derek Ashbaugh	Social Studies	Tyler Kemp	PE/Health
Brad Bakken	Counselor	Stephanie Kor	Social Studies
Mitchell Buerkle	Math	Ryan Kruse	Math
Karl Campbell	Industrial Arts/Ag	Amy Larsen	Math
Muriel Coulter	SpEd	April Laubenthal	Science
Katelyn Elton	Instrumental Music	Mary Leach	FACS/Ag
Kari Fransen	English	Olivia Paumen	Special Education
Katie Gervais	Technology	Craig Polkow	Technology
Alex Greenway	Academic & Career Advisor	Amy Rubin	Science
Marie Hanson	English	Elizabeth Rupp	Ag
Wendy Johnson	Vocal Music	Stacy Schuh	Tech/Business
J. Jurgens	Psychologist	Ashley Swan	School Nurse
Jason Kainz	SpEd/PE/Health	Taryn Wittenberg	Social Stud./ESL
		Dan Zimansky	Special Ed

Office Personnel

- Kim Torkelson: High School Secretary
- Tonya Duscher: Finance Officer
- Vicki Streifel: Special Ed Secretary
- Vicky Rasmussen: Media Center
- Peggy Zwach: Finance Assistant
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Custodians

- Steve Pool, Supervisor
- Jeff Alf
- Jaden Carey
- Karen Filkins
- Morgan Yackley

Paraprofessionals

Brianna Bruder
Teresa Goettig
Jessica Kruse

Porsha Martinez
Amber Sundahl
Mary Sweetman

Cooks

- Michele Hawkinson, Director
- Marlene Frisvold
- Jordawn Sundahl
- Altagarcia DeRousch Zapata

PREFACE

The following act was enacted by the Minnesota State Legislature:

Schools and School District Conduct of Secondary School Students

An act relating to education providing that the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single act of reasonable rules and regulations promulgated by the local Board of Education. Minnesota State Statue: 120.71-76

STUDENT REGISTRATION AND THE OPENING OF SCHOOL

In the winter of each year, students register for the subjects they are going to take the following year. During the summer, new students should register. Any student wishing to make changes on the previous registration should do it early in the summer to avoid complications when school opens in the fall. Changes to student schedules can no longer take place 9/12/25 for Semester 1 and 1/23/26 for Semester 2 without penalty. This includes College Now classes.

CAMPUS REGULATIONS

Tracy High School operates under the concept of a "closed campus". Once students arrive at school for the day, all students are to remain in the building throughout the school day, with the exception of those with permission for open noon. At no times are students to be loitering in the parking lot. Students wishing to access vehicles during the day may be required to have staff escort them if staff is available to do so. It is the responsibility of the school to supervise students during the entire school day. Therefore, students are asked to remain in assigned or supervised areas at all times. Students needing to leave the building (appointments, etc.) must have parent permission and must sign out in the office prior to leaving.

HEALTH INFORMATION

The health office is open from 7:45a-3:00p each day. Please note that the school nurse is not in the building at all times. When the nurse is not in the building, other staff such as the building secretary will be covering the health office.

IMMUNIZATIONS

In order to be legally enrolled in a Minnesota school, all students must present proof that they have met the immunization requirements for Minnesota students. **Students who do not meet the immunization requirements are not allowed to stay enrolled in school.** TAHS also reserves the right to withhold student athletes from participation until immunization records are complete.

The Minnesota Student Vaccination Requirements for grades 7-12 are as follows:

****TDAP****

Complete initial series of at least three doses, PLUS a tetanus booster after age seven.

****POLIO****

Completed series of at least three doses.

****MMR****

Two doses required.

****Hepatitis B****

Complete series REQUIRED for grade seven students; strongly recommended for students grades 8-12.

Additional immunization requirements are needed for students entering Grade 7. Grade 7 students must show proof of having received both:

- Completed Hepatitis B series.
- Proof of vaccination for chicken pox OR month and year of having had the disease.

Exemptions to the Minnesota Student Immunization Law:

If a student cannot have vaccinations for medical reasons, or due to personal or religious convictions, you can claim an exemption to the immunization law for your student's record. Call the school nurse for details on how to claim an exemption. Please note: exemptions must be in writing to be considered valid.

If there are questions about these immunization requirements or your student's school vaccination record, please contact the school nurse.

MEDICATIONS

Medications can be dispensed in school only when absolutely necessary and for the well-being of the student. All medications must be kept in the school health room unless special arrangements have been made with the school nurse.

MEDICATION USAGE AT SCHOOL

School employees may not administer medications (this includes over the counter medications such as aspirin, vitamins, cough medicine, etc.) unless prescribed by a physician. A doctor's written request must be provided including the name of the drug, the dosage and time of administration. In addition, a written request is needed annually from the parent asking that the school administer the prescribed medication. The medication must be in its own prescription container. Medication must be administered through the nurses' office.

When medications are needed during the school day:

- The student's physician must either write a separate prescription for school use, or use the district medication form stating the reason for the medication, the dosage, time and frequency that the medications should be administered during school hours.
- Parents must also provide written permission for school personnel to administer medication.

- Medication must be supplied in original labeled bottles. For prescription medication, ask the pharmacist for a bottle for home and one for school each time the prescription is refilled. Non-prescription medication must also be provided in the original labeled container/packaging.

ILLNESS AT SCHOOL

If a student becomes ill in school, he/she should report to the health office. The nurse or staff will call parents as needed. Students are not to leave the building without permission or without signing out in the office.

AEDs

Tracy High School has 3 AEDs in the building. Locations are:

- Hallway between gym and cafeteria
- Hallway by media center, next to room 133
- Portable AED in the Activity Department

THE SCHOOL DAY

REGULAR DAY

1 st Period:	8:02-8:47
2 nd Period:	8:51-9:36
3 rd Period:	9:40-10:25
4 th Period:	10:29-11:14
JH Lunch:	11:14-11:44
JH 5 th Period:	11:48-12:33
SH 5 th Period:	11:18-12:03
SH Lunch:	12:03-12:33
6 th Period:	12:37-1:22
7 th Period:	1:26-2:11
8 th Period:	2:15-3:00

TWO HOUR LATE START SCHEDULE

1 st Period:	10:02-10:32
2 nd Period:	10:36-11:06
3 rd Period:	11:10-11:40
JH Lunch:	11:40-12:10
SH 5 th Period:	11:44-12:14
JH 5 th Period:	12:14-12:44
SH Lunch:	12:14-12:44
4 th Period:	12:48-1:18
6 th Period:	1:22-1:52
7 th Period:	1:56-2:26
8 th Period:	2:30-3:00

PLC SCHEDULE (FRIDAY SCHEDULE)

Character/Study(7-9):	8:02-8:52
1 st Period:	8:59-9:32
2 nd Period:	9:36-10:10
Ramp Up:	10:14-10:42
3 rd Period:	10:46-11:20
JH Lunch:	11:20-11:50
JH 5 th Period:	11:54-12:28
SH 5 th Period:	11:24-11:58
SH Lunch:	11:58-12:28
4 th Period:	12:32-1:06
6 th Period:	1:10-1:44
7 th Period:	1:48-2:22
8 th Period:	2:26-3:00

ATTENDANCE

PARENT AND GUARDIAN RESPONSIBILITY

When a student must be absent from class for illness, religious observation, or unforeseeable emergencies, parents must **call or e-mail** Tracy Area High School to inform the principal's office of the absence. This notification must be made on the day of the absence by 8:30 a.m. If it is not possible to contact the office by phone or **e-mail**, a written note with parent signature must be received by our office upon the student's return. If we do not receive a note, **e-mail**, or phone call, the absence will be considered unexcused and the student will be marked truant.

Students leaving the building at any time during the school day without notifying the principal or the secretary, to receive permission to leave, will be considered as skipping. The student must sign out **with** parent permission.

The school attendance policy and state law, in general, **DO NOT** accept the following as excused absences:

- 1) Oversleeping
- 2) Parents needing an errand performed
- 3) Hair, nail and beauty appointments
- 4) Friends or relatives visiting and/or needing a ride
- 5) Pets needing care
- 6) Shopping
- 7) Missed bus, except in extremely severe weather
- 8) Senior pictures
- 9) Tux/dress fittings
- 10) Transporting family/friends to appointments
- 11) Leaving school without signing out in the office
- 12) Being absent from school without prior permission from your parent
- 13) Being absent from class without permission
- 14) Coming to school but not attending classes
- 15) There are times when it is difficult to document unexcused absences due to what appears to be an enabling parent/guardian. At this point, proof of absence (doctor's note, funeral handout, etc.) may be required in order to consider an absence excused. If no proof is provided the absence may be considered unexcused.
- 16) Other

All of these excuses are viewed by the school district as inappropriate disruptions to the student's education.

CLASSIFICATIONS OF ABSENCES

School Authorized Absence

- All school approved absences through the principal's office.
- Official religious holidays. 120A.35

Absence From School for Religious Observance

Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance.

- Death in the immediate family - i.e., grandparents, brothers, sisters, and parents.
- Court ordered appearances.
- Medical appointments.

Verified Absence

These absences need to be verified at the time a student returns to school. Examples would be illnesses, family emergencies, or pre-arranged absences with parental permission. Extended medical absences require a doctor's note.

Unexcused Absence

All absences not school authorized are considered unexcused. Students may be subject to detention assigned to up to twice the time missed.

MAKE UP POLICY

Work missed because of an absence must be made up within the number of days absent plus one from the date of the student's return to school. Any work not completed within this period may result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

PRE-ARRANGED ABSENCE

In the event you know you will have to be absent, plan with your teacher and principal, and, if possible, take care of make-up work before being absent. You must notify the office of any pre-arranged absences prior to your absence.

EXTRA-CURRICULAR ATTENDANCE

In order to participate in events and/or practices, or other school sponsored activities, students **MUST** be in school for **four periods** the day of the event. Pre-arranged excused absences are permissible.

COMPULSORY ATTENDANCE

All children between the ages of seven and 17 residing in the district shall be in attendance at the public school or at an accredited parochial school until they reach their 17th birthday or until they have graduated. It shall be the policy of the district to accept for enrollment in addition to the above group, children between the ages of five and seven and between 17 and 21 without any tuition charged to the individual child. Any student who is 17 years old who seeks to withdraw from school, the student's parent or guardian must:

- (1) attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and
- (2) sign a written election to withdraw from school. *(120A.22)

Skipping, Tardies, and Unexcused Absences

Skipping class refers to intentionally and deliberately missing greater than 10 minutes without a valid excuse or permission from the TAHS Office. It involves the student's absence for the entirety of the scheduled class period. This behavior is a violation of school rules and policies and is subject to disciplinary action. Skipping is an unexcused absence.

Being tardy to class means arriving late for a class session. Tardiness implies that the student was present for at least a part of the class period, but arrived after the designated start time. If a student arrives within the first ten minutes of class without a valid pass, they are considered tardy no matter whether they are excused or unexcused. Arrival after 10 minutes would then become an absence.

An unexcused absence refers to a student absence from class that is not justified or excused by the school. The parent/guardian may call and request the student to leave for any given reason, but absences will be classified according to this handbook definition. Example: parents or guardians may call and give a reason for a student to be gone from school, but the absence might still be UA (unexcused absent) if the criterion for excused absence is not met. The child may still leave campus and no disciplinary action would be given.

Key differences between skipping class and being tardy to class:

Absence vs. Lateness: Skipping class involves an absence from class for greater than 10 minutes, while being tardy means arriving late but still attending a portion of the class.

Intentionality: Skipping class is a deliberate act of choosing not to attend, indicating a lack of interest or desire to participate in the class. Being tardy, on the other hand, may result from factors such as traffic, oversleeping, or other unforeseen circumstances, and may not necessarily be intentional.

Disciplinary Action: Skipping class is generally viewed as a more serious offense and often carries stricter consequences. TAHS Administration will begin by assigning detention in 45-minute increments for skipping a class. Being tardy, while still considered a violation, will be handled slightly differently. Students would be given warnings, and detention that equates to 45 minutes after three (3) TU (Tardy Unexcused).

Impact on Learning: Skipping class deprives students of the opportunity to participate in discussions, receive important instructions, and engage in collaborative activities or lectures, potentially affecting their academic progress. Being tardy, although disruptive to the learning environment and potentially missing some information, still allows the student to participate and catch up on missed material.

It is important for students to prioritize attending class regularly and being punctual, as both skipping class and being tardy can negatively impact their education and academic performance.

Truancy

A student absent from school for reasons other than illness or those not given prior approval by the building principal shall be considered truant. When a student has more than seven unexcused absences, the local social services will be notified.

STUDENTS 18 YEARS OLD OR OLDER

Many wonderful things happen when you become 18! Some things happen that add more responsibility to your personal and school life. You are considered a legal adult – you can vote, you can get a real estate license, you can apply for a loan, just to name a few. In general, you have most of the same freedoms – and responsibilities – as any adult in the community. However, state laws require that schools enforce the same rules on all students, regardless of their age (with a few exceptions). Please understand that your role as a student supersedes your position as an 18-year-old adult. You will be held accountable for your actions as a student – and as an adult – throughout your high school education.

BUILDING PASSES

There are occasions when a student may find it necessary to leave school for a short time during the day. A phone call or note from parent/guardian to excuse the student during the day **must** be directed to the principal or secretary **before** building passes will be issued. Students will sign out in the office prior to leaving the building and will exit via Door 1.

VISITORS TO THE BUILDING

Any visitor to the building must come to the office to sign in and receive a Visitor Lanyard Pass. Permission to visit school is at the discretion of the office personnel. Students having visitors must seek prior approval from office personnel three days in advance of the visit.

FLORAL DELIVERIES

Tracy High School has asked local florists to not accept orders to be delivered to students at school. Parents are asked to honor this request by not asking office personnel to deliver these orders to students. Any deliveries received will remain in the office until the end of the day.

DETENTION

Detention will be served on Tuesday, Wednesday, and Thursday afternoons from 3:05-3:50 pm (or longer if pre-arranged with detention supervisor). The option to serve detention from 7:15-8:00am is available Tuesday, Wednesday, and Thursday mornings upon request with the building secretary, and is available to no more than three students at the same time. If multiple detentions are to be served, they need to be served concurrently. Students must complete assigned detention within 7 calendar days from the date it is given. The principal may assign the specific times that it needs to be served if needed.

TRANSFERRING TO ANOTHER SCHOOL

Any student whose family moves out of the Tracy School District should report to the office several days before leaving so the transfer can be completed properly.

DRIVER EDUCATION PROGRAM

The Guetter Driving School will be offering Classroom Drivers Education and Behind the Wheel training for TAPS. Contact the Guetter Driving School at 507-401-5109, guetterdrivingschool@hotmail.com or contact the School Activities Office at 507-629-5510.

ROYALTY ELIGIBILITY

No student with more than one (1) MSHSL violation (or who is currently serving a suspension due to a MSHSL violation) or students that are more than 50% PSEO will be allowed to participate in "Royalty situations". This includes Homecoming, Sweetheart Dance, and Snow Dance. Statute of Limitations will apply under the following condition: Students not involved in TAHS and/or MSHSL activities for the past 24 months and have no MSHSL violations during that time period, are eligible for "Royalty situations."

EXTRA-CURRICULAR ACTIVITIES

SPORTS

Football	Soccer (coop w/ Marshall)	Wrestling
Basketball	Volleyball	Track
Baseball	Golf	Girls' Softball
Cheer Team	Cross Country	

FINE ARTS

Band	Choir	Flag Team
Speech	One Act Play	School Plays

ACTIVITIES

FFA	FCCLA	Peer Helpers
Student Council	Knowledge Bowl	Teton
National Honor Society	Big-Buddies	BPA
E-Sports	Clay Target	

ACTIVITY TICKETS

Students in grades 7-12 may purchase an activity pass which will admit them to all school events for the year except sub-section athletic events, tournaments, and homecoming. Students without an activity pass will have to pay regular admission prices. The cost of the activity pass is \$25.00.

STUDENT INSURANCE

The school district does not provide any type of health or accident insurance for injuries incurred by a student at school. However, a voluntary plan is available to you through an outside insurance company. Several package plans are available to parents for their purchase. If parents feel they have adequate coverage or wish not to purchase the voluntary plan, they will be asked to sign an insurance waiver to be kept on file in the school office.

ANNOUNCEMENTS

Announcements for the day are listed in the Panther Daily on the school website. Announcements must be added to Microsoft Teams prior to 8:45 a.m. to be included that day. Announcements will be read via the intercom at the beginning of Period 2 and as needed for practice/game day announcements and other items.

FUNDRAISERS

In recent years the number of requests made of staff to administer fund drives has been increasing. Therefore, it is required that all drives must have the approval of the Administration and be placed on the calendar to prevent duplication.

OUT OF TOWN TRIPS

School policy requires students attending school activities travel to and return with the group/team. Other arrangements for student travel to an activity must be handled through the district activities office by requesting and completing a district travel release form. This form must be approved one day prior to the activity trip. All school trips and activities must be chaperoned by the advisor or some other designated school employee.

TEAM AND FAN BUS

Consequences for students who do not ride home on the team bus without prior arrangements having been made will be at the discretion of the coach and AD. Improper conduct on fan buses will result in the privilege being revoked.

BUS POLICY

The Bus Policy will be covered with students grades 7-10 within the first two weeks of school. The Bus Policy is posted on the school website. The School Board has adopted this policy to give structure to penalties for improper conduct.

STORM POLICY

In Minnesota our weather causes difficulties with our scheduled programs. This has become a problem in many ways. If it is necessary to cancel school for the day, dismiss early, or begin the day late, the announcement will be made on JMC Message Center and these radio & TV stations:

KARL 105.7 FM
KARZ 107.5 FM

KMHL 1400 AM

KKCK 99.7 FM

KSTP TV CHANNEL 5
WCCO TV

KELO
KARE 11

KSFY

CELL PHONE POLICY

Parents who need to contact students during the school day are encouraged to contact their children through the office at 507-629-5500.

During the school day, no use of cell phones, Bluetooth headphones of any kind, personal computers, or I-pads will be allowed between the times of 8:02am-3:00pm. If students choose to bring their device to school, it must be stored in their blue locker from 8:02am-3:00pm. If a student is found to be in possession of or using their device, staff will direct the student to turn in their device to the TAHS Office for the remainder of the school day. If a student demonstrates repeat issues noncompliance in a school year, the behavior will be treated as Willful Disobedience and disciplinary action will be assigned at the discretion of school administration. Students will not be able to utilize cell phones during passing time or noon hour. Students may be in possession of wired headphones to use during class time for use with laptops and with staff permission. Noncompliance offenses are cumulative in a given school year.

First Offense: The phone, Bluetooth headphones, personal computer, or I-pad will remain in the Tracy Area High School (TAHS) office for the remainder of the day.

Second Offense: The phone, Bluetooth headphones, personal computer, or I-pad will be sent to the TAHS office. The device will need to be brought to the office upon arrival each morning for the next 5 days to be kept in the office for the entire day (8:02-3:00).

Third Offense: The student will be required to place their phone, Bluetooth headphones, personal computer, or I-pad in the TAHS office during school hours for a duration of 10 school days.

Fourth Offense: The student will be required to place their phone, Bluetooth headphones, personal computer, or I-pad in the TAHS office during school hours for a duration of 15 school days.

Fifth Offense or more: The student will be required to place their phone, Bluetooth headphones, personal computer, or I-pad in the TAHS office during school hours for a duration of 20 school days.

If a student does not put their device in the school office, the student will be considered willfully disobedient and subject to further discipline. Students who bring multiple phones/devices to school while in a violation period will result in parent pick-up of the devices and detention will be assigned.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held in the fall and spring. Parents are encouraged to contact the school or the teachers any time there is a question regarding their child's progress in school.

October 13, 2025	3:30-7:00 PM
October 23, 2025	3 :30-7:00 PM
February 26, 2026	3:30-7:00 PM
March 5, 2026	3:30-7:00 PM

CLASSROOM RESTRICTIONS

Teachers have the right to determine what food and/or beverages are allowed in their classroom.

SMARTPASS SYSTEM

Tracy Area High School utilizes a Digital Smart Pass system for students in grades 7-12 instead of issuing student planners. This system replaces the traditional written passes used in previous years and allows students to use their school issued laptops to request and initiate hallway passes. Being in class and participating in learning is a predictor of student success. Being in the hallways for unspecified reasons in an unauthorized manner will be considered skipping. Once the hall pass is initiated, the laptop stays in the classroom the two-way pass was initiated from. The system includes a real-time hallway monitoring feature that enables staff members to view photos and names of students with permission to be in the hallway. Students can log in to the Digital Smart Pass system using their school-issued accounts on their laptops.

When students need to leave the classroom or study hall, learners must use the Digital SmartPASS system to request a pass.

1. Open the system and select the appropriate option for your destination (e.g., restroom, office, library, etc.).
2. Choose your specific classroom label from the provided options.
3. Fill out the necessary details, such as your name, time of departure, and reason for leaving.
4. Designate the amount of time you estimate you'll need to attend to your out-of-classroom needs. Once submitted, the system will generate a digital pass, which will serve as your permission to be in the hallway during class time. Nothing is needed by the student from that point on as they conduct hallway business and tasks. Laptops and phones stay in the classroom space.

Staff members have access to a monitoring feature that displays photos and names of students with permission to be in the hallway. This allows staff members to verify the legitimacy of students present in the hallway during class time. Please ensure that your digital pass is readily accessible on your device's screen to facilitate verification by staff members.

Presenting the Digital Pass

1. When leaving the classroom or study hall, show the digital pass to your teacher or supervisor.
2. Ensure that the pass clearly displays the necessary information, including your name, time of departure, designated time, and reason for leaving.
3. The pass should be visible on your device's screen or readily accessible for verification purposes by the classroom teacher for which the round-trip pass was initiated. For one way passes, the student will bring the device with. ex. Library, shop, or office.
4. After completing your intended task, promptly return to class.
5. Notify your teacher or supervisor that you have returned by closing or ending your digital pass.

Responsibility

1. Only use the Digital Smart Pass system for legitimate reasons approved by the school.
2. Do not misuse or falsify pass requests, as this may result in disciplinary action.
3. Use the Digital Smart Pass system respectfully and responsibly.
4. Do not disrupt classroom activities or misuse personal devices during class time.

Please familiarize yourself with the Digital SmartPASS system and adhere to the guidelines provided. This updated system aims to enhance efficiency, accountability, and student safety. The real-time hallway monitoring feature allows staff members to see photos and names of students with permission to be in the hallway. Should you have any questions or require assistance, please contact the school administration or your teacher.

CLASS DUES

During the junior year, that class will have the responsibility of sponsoring the Junior-Senior Prom and Graduation. Students who have not paid their dues cannot attend Prom. As a means of accumulating the funds necessary to pay for this responsibility, dues are collected yearly according to the following scale:

<u>GRADE</u>	<u>DUES</u>
7	\$ 5.00
8	\$ 5.00
9	\$ 5.00
10	\$10.00
11	\$10.00

Seniors are not allowed to go through commencement until class dues are paid.

CLASSES AND GRADES

TRACY AREA GRADUATION REQUIREMENTS

All students must complete 27 credits in Grades 9, 10, 11, and 12. Students must be enrolled in a minimum of 7 classes per semester and in attendance at all 7 classes.

PROMOTION POLICY

The following are credit requirements for each grade level:

- Senior: 21 credits
- Junior: 14 credits
- Sophomore: 7 credits

If the minimum number of credits is to be realized, students may:

- Take June credit recovery courses at TAHS, in cooperation with SWWC STARRS Academy.
- Attend school for grade 12 with good attendance but with no participation in any senior activities.

Grades 7-8

A student failing more than one academic subject could possibly repeat the entire subject area.

Grades 9-12

Students will repeat failed individual required subjects.

ASVAB/ACT

Pass state requirements by taking the ASVAB/ACT. See page 43 for Parent/Guardian Refusal for Student Participation in Statewide Assessments form.

CLASSROOM GRADING SCALE

A+ 98-100	A 94-97	A- 90-93
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62
F 59		

REPORT CARD GRADING SCALE

A+ 4.0	A 4.0	A- 3.667
B+ 3.333	B 3.0	B- 2.667
C+ 2.333	C 2.0	C- 1.667
D+ 1.333	D 1.0	D- 0.667
F (I, NC) 0.00		

PSEO

Post-Secondary Enrollment Options (PSEO) is a state program for high school juniors and seniors. Students can complete some of their high school requirements by taking courses, on a full-time or part-time basis, at a participating college or university. Students must meet specific entrance criteria. Not all students who meet the entrance requirements are ready for PSEO. PSEO students must be responsible, self-starting, mature and independent. PSEO students are responsible for being informed of their responsibilities as a TAHS student and the ongoing activities of Tracy Area High School. Students should refer to the daily announcements on the district website for current activities and information.

- PSEO is offered to 10-11th graders at TAHS. The admissions criteria is determined by the colleges offering PSEO (SMSU and MN West.) Students not meeting the criteria will have to complete the appeals process in order to enroll.
- 10th grade students may only take CTE courses.
- Three weeks prior to the date a student registers for courses for the following year, TAHS will provide PSEO information to interested students. At this time, students will be informed of the impact on grades and the expectations on PSEO students.
- Students must return the required form to TAHS by May 30th or they will not be able to participate in PSEO. This date is non-negotiable.
- PSEO students will contact the postsecondary institution for information on course registration and enrollment into the school.
- The student will provide the TAHS counselor with a copy of their college course schedule a minimum of 1 week prior to the start of the new semester at the college.

- Student's will receive one PSEO study hall for each course they are enrolled in. Students may leave campus by signing out in the office. If they choose to stay in the building, they are to sit and work in the Media Center.
- PSEO students cannot ask TAHS teachers/staff for assistance in completing PSEO coursework.
- Students will not be excused to miss any non-PSEO high school course for which they are enrolled for PSEO reasons.
- TAHS pays for all textbooks required for PSEO courses. Students must turn in their books to the guidance office immediately after their PSEO finals are completed
- Students are responsible for any transportation associated with PSEO courses.

PSEO Grading

- **If a PSEO student wishes to drop a PSEO course four weeks after the postsecondary term begins, the student will receive an F on their high school transcript.**
- PSEO courses will transfer to your TAHS transcript with college grade earned.
- PSEO coursework will be included in determining academic eligibility for TAHS activities. At mid-term and quarter dates, PSEO students will be required to submit their grades to the guidance office. Failure to do so will deem the student as ineligible to compete.
- For the purpose of counting post-secondary credit for high school class rank, GPA, and graduation, each post-secondary credit is worth .25 of a high school credit. 4 college credits equal 1 high school credit.
- PSEO courses must meet TAHS graduation requirements. TAHS will decide which subject area and standards the PSEO course meets.

HONOR ROLL

An honor roll will be published two weeks after the end of each semester. To be on the "A" honor roll, students must earn at least a 3.667 grade point average. To be on the "B" honor roll, students must earn a minimum of a 2.667 grade point average.

MANDATORY NOTIFICATION

When it comes to communicating with parents, teachers at Tracy Area High School ~~should~~ **will** follow certain best practices to establish effective and productive relationships with stakeholders. Proactive communication with parents strengthens the educational ecosystem by fostering collaboration, gaining insights, enhancing student engagement, addressing concerns, building trust, and promoting a positive learning environment. Here are some recommended practices and examples of mandatory notifications:

1. Open and Regular Communication:
 - a. Provide an introduction letter or email at the beginning of the school year, outlining your contact information and preferred method of communication.
 - b. Share updates on curriculum, assignments, and classroom activities through regular newsletters or emails.
2. Timely Responses:
 - a. Respond to parent inquiries or concerns in a timely manner, preferably within 24-48 hours.
 - b. Acknowledge and appreciate parental involvement and suggestions.
3. Positive Feedback:
 - a. Communicate positive aspects of a student's academic or behavioral progress to parents.
 - Share specific examples of student achievements, improvements, or positive contributions to the classroom.
4. Academic Progress:
 - a. Notify parents promptly if a student is struggling academically, providing detailed information about areas of concern and potential interventions.
 - b. Share progress reports regularly, highlighting strengths and areas for improvement.

5. Behavioral Issues or Disciplinary Actions:
 - a. Inform parents when a student's behavior is affecting their academic performance or disrupting the learning environment.
 - b. When a teacher assigns a 45-minute detention period the teacher is required to email the parent/guardian and "cc" the principal.
 - c. Provide specific details about incidents, consequences, and steps taken to address the situation.
 - d. Discuss strategies to support behavior improvement with emphasis on skills needed to exhibit prosocial school behaviors and encourage parental involvement.
6. Important Events and Deadlines:
 - a. Inform parents about upcoming important events such as field trips, exams, projects, or extracurricular activities.
 - b. Share deadlines for assignments or forms requiring parental signatures.

Effective communication builds a strong partnership between teachers and parents. It fosters a collaborative environment where both parties work together to support the student's academic and overall development. This partnership reinforces the notion that education is a shared responsibility between home and school. Regular and open communication helps build trust and rapport between teachers and parents. When parents feel informed and involved in their child's education, they are more likely to trust the teacher's expertise and judgment. This trust forms a solid foundation for effective collaboration and enhances the overall school experience for students.

RECOGNITION OF SCHOLASTIC ACHIEVEMENT

Valedictorian-Salutatorian

The senior students whose cumulative grade point averages are ranked first and second at the end of the fourth quarter of their senior year will be named Valedictorian & Salutatorian.

Honor Students

Senior students who earn a cumulative GPA of 3.667 will be considered an honor student.

National Honor Society

Juniors and Seniors are eligible for the National Honor Society. In addition to scholastic achievements, the students must show outstanding qualities of service, leadership and character. These students are chosen by faculty and are inducted into the Society during the fall. Students must have a cumulative GPA of 3.333.

For specifics concerning students that have transferred in credits from other institutions for their diploma, please see District Policy #620 Credit for Learning.

GRADING PERIODS

Grades will be available to parents online at any time. Completely updated grades will be posted specifically at the following terms:

- Quarter 1 – midterm
- Quarter 1 – report card
- Quarter 2 – midterm
- Quarter 2 – report card
- Quarter 3 – midterm
- Quarter 3 – report card
- Quarter 4 – midterm
- Quarter 4 – report card

ACADEMIC LETTERING POLICY

PURPOSE:

In order to promote academic excellence and to recognize those students who demonstrate superior academic achievement, District #2904 has developed the following Academic Recognition Program.

Criteria:

- Grades 9-12 are eligible.
- Students must maintain a cumulative average of 3.67 or above for four consecutive quarters to earn a letter.
- Once a letter is earned, a star will be awarded for each additional consecutive four quarters with a 3.67 average or above.
- Any grade below a C- will disqualify a student for that quarter.
- A student must be enrolled in a minimum of six (6) classes.

Qualifying seniors will receive their awards and recognition at senior awards night. Students in other grades will receive their academic awards at a special program in the fall.

CHEATING AND ACADEMIC DISHONESTY

Academic Integrity Defined and Explained

At Tracy Area High School, we believe in fostering a culture of academic integrity, honesty, and personal responsibility. TAHS strives to provide a learning environment that encourages intellectual growth, critical thinking, and ethical behavior. The following language is a guide for students, teachers, and staff to understand and address academic dishonesty, including the impact of emerging technologies like ChatGPT and AI language-based systems.

1. Definition of Academic Dishonesty

- a. Academic dishonesty refers to any form of dishonest or unethical behavior that compromises the integrity of the learning process. This includes, but is not limited to, cheating, plagiarism, collusion, and unauthorized use of technology.

2. Cheating and Plagiarism

- a. Cheating involves dishonest practices such as copying someone else's work, using unauthorized materials during assessments, or obtaining answers from external sources without proper attribution.
- b. Plagiarism is the act of presenting someone else's ideas, words, or work as one's own without giving proper credit through citation or references.

3. Collusion

- a. Collusion refers to unauthorized collaboration or cooperation between students in completing academic tasks unless explicitly permitted by the teacher. This includes sharing answers, working together without permission, or submitting work done by others as one's own.

4. Use of ChatGPT and AI

- a. ChatGPT and other AI technologies have become valuable tools for learning and research. However, their misuse or abuse of academic dishonesty is strictly prohibited.
- b. Students should not use ChatGPT or any other AI technology to obtain answers, complete assignments, or gain an unfair advantage in assessments.
- c. Teachers will clearly communicate the permissible use of AI tools in specific assignments or projects, providing guidelines and limitations.

5. Consequences of Academic Dishonesty

- a. Academic dishonesty undermines the learning process and erodes trust and fairness within the educational community.
- b. Depending on the severity and frequency of the offense, consequences may include, but are not limited to, the following: warning, loss of credit, extra-curricular probation, parent/guardian notification, detention and disciplinary actions as outlined in the school's code of conduct.

- c. Repeated offenses or severe cases of academic dishonesty may result in more severe consequences, including suspension from school.

6. Reporting Academic Dishonesty

- a. It is the responsibility of all members of the school community to report any instances of academic dishonesty promptly.
- b. Students who witness or suspect academic dishonesty should report their concerns to a teacher, counselor, or the administration. They should provide relevant evidence, if possible, to support their claims.
- c. All reports will be treated confidentially, and individuals reporting academic dishonesty will be protected from retaliation.

Maintaining academic integrity is crucial for the growth and development of Tracy Area High School students. By adhering to the principles of honesty, ethical conduct, and personal responsibility, students can cultivate essential skills that will serve them throughout their academic journey and beyond. The use of emerging technologies like ChatGPT and AI must always be guided by ethical standards and in accordance with the rules set forth in this handbook.

DISASTER SURVIVAL PREPAREDNESS

Civil defense authorities will alert the school in case of a tornado possibility. The alert will be announced by a wailing sound of the fire whistle. In the event of a tornado or other disaster alert, please follow these instructions:

1. STAY AWAY FROM GLASS WINDOWS.
2. Be quiet and orderly in passing to assigned locations and REMAIN quiet so that directions can be heard.
3. ALL students are to be sitting on the floor, head down and hands over their heads.
4. All teachers will remain with their students in the areas designated.

DRILLS

Five fire drills, five lock down drills and one tornado drill will be conducted periodically throughout the school year. Each instructor will direct his/her route for these drills.

- **Soft Lockdown:**
 - **Purpose:** Used when there is no immediate threat inside the building, but a potential or confirmed threat exists in the surrounding community or outside the school.
 - **Typical Scenarios:** Police activity nearby, a wild animal on school grounds, or a suspicious person in the neighborhood.
 - **School Response:**
 - All outside doors are locked.
 - No one is allowed in or out of the building.
 - Classes continue as normal inside the building.
 - Movement within the school may be limited or monitored.
 - **Goal:** Keep students and staff safely inside while remaining operational.
- **Hard Lockdown:**
 - **Purpose:** Used when there is an immediate and active threat to safety inside the building, such as an intruder or active shooter.
 - **Typical Scenarios:** A weapon is seen, a violent person enters the building, or shots are fired.
 - **School Response:**
 - Teachers lock classroom doors, turn off lights, and move students out of sight.
 - Silence is maintained.
 - No movement is allowed in hallways.
 - Law enforcement is contacted immediately.
 - **Goal:** Secure all individuals and minimize visibility and access to protect lives.

LOCKERS

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of the students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. School bags, jackets, and keys must be stored in hallway lockers during the school day, **not** the locker room. The locker room is locked during the school day and will not be unlocked during classes to retrieve these items.

Chapter 226-Omnibus Crime Bill

Students must have a school padlock on their hallway locker. Cost is \$8/lock.

Suggestions and guidelines:

DO NOT LEAVE VALUABLES (MONEY, CELLPHONES, KEYS, PURSES, BILLFOLDS, CALCULATORS, EXPENSIVE CLOTHING, ETC.) IN YOUR LOCKERS AT ANY TIME, UNLESS LOCKED. **The school is not responsible for any items misplaced or taken from a locker.**

CHURCH NIGHT

Wednesday night is church night. No school events will be scheduled after 6 P.M.

FOOD SERVICE

Breakfast and noon lunch are served daily in the school cafeteria. If students would like a second breakfast, lunch, or milk they must deposit money to their computerized account through the lunch personnel or JMC. Students will be told when their account is running low. Students who wish to bring their lunch to school may do so, but it is mandatory that they eat in the cafeteria, not other places in the building. No pop is allowed in the lunch room during the noon hour. Students in grades 11-12 have the open noon option. In order to comply with food service regulations, beverages other than water (ex. pop, coffee, iced drinks, energy drinks, etc.) and food other than sack lunches should not be brought into the building during school hours. Delivery of food by others is not allowed and will result in the delivery of such food being kept in the office. Vending machines will not be available between the hours of 8:02am and 3:00pm. The selling of food and/or drinks by individual students is prohibited.

OPEN NOON LUNCH PRIVILEGE EXPECTATIONS

Requirements for Open Campus Lunch Privileges at Tracy Area High School (Grades 11-12)

1. Eligibility Criteria
 1. Grade Level: Students must be in grades 11-12.
 2. Attendance: Students must have a satisfactory attendance record with < 3 unexcused absences and tardies during the academic quarter.
 3. Academic Standing: Students must maintain a minimum GPA of 2.0 to pass all current classes.
 4. Behavior: Students must have a positive disciplinary record, free from major ODR infractions for the quarter or repeated minor ODR offenses during the quarter, and be without detention accrued.
 5. Parental Consent: Parents or guardians must provide written consent for their child to participate in open campus lunch privileges. This waives liability and allows students to drive or ride with peers during lunch.
 6. All students leaving the building for lunch must exit and enter the main door entrance (Door #1). Students must check with the supervisor at the door before exiting. The supervisor of the

hallway at Door #1 will check the student's Smart PASS is properly completed for an off-campus lunch for the student to leave.

7. Suspension of Privileges: Continued non-compliance or academic deficiency may result in the temporary suspension or revocation of open campus lunch privileges. Mid-term check points also apply as stated in the handbook on pages 21-22..

STUDENT PARKING

Students who drive to school must park in an orderly manner in an east/west direction in the north parking lot. Students are expected to practice good driving habits at all times. Violations will be handled by the Tracy Police Department.

DRESS CODE

Your faculty and Board of Education are concerned about student dress and grooming as it influences the health and safety of students, as well as the effect of dress and grooming on the learning process and with the ability of a student to do the work he/she is capable of doing.

Modesty: Students are expected to dress in a manner that is modest and does not distract from the learning environment.

Appropriateness: Clothing must be appropriate for a school setting and must not disrupt the educational process.

Dress and grooming styles that create a disruption of the learning process within the classroom must be avoided.

Students

- No one will be allowed to show undergarments in any form.
- Clothing that exhibits language or symbols that promote alcohol, street drugs, or tobacco products is not allowed.
- Clothing that has language that is obscene or sexual or insinuates obscene behavior is not allowed.
- Emblems, insignia, badges, drawings, or symbols that can be related to gang affiliation on school property will result in possible suspension, parent contact, and the proper authorities will be notified. Administrative judgment will be in effect determining appropriate action.
- Plunging necklines, spaghetti straps, halter tops, tube tops, or strapless tops are not allowed.
- Shirts that expose midriff in excess of 2 inches are deemed excessive and not allowed in school.
- Shorts and/or skorts must reach mid-thigh, determined from start of inseam to knee.
- See through garments are not allowed.
- Shorts with inseams that reach below the knees will not be allowed.
- Hoods cannot be worn indoors.
- Coats/jackets must remain in student lockers during the school day.

Formal Dress Code

Boys: Dress attire includes at minimum dress pants, a dress shirt, or a sweater. Suits and ties are welcome.

Girls: Dresses will avoid plunging necklines. The hem of the dress/gown will reach mid-thigh and if the dress/gown has a slit, the slit will not go past mid-thigh.

Tracy Area High School allows students to wear hats and other headgear as part of their everyday attire, provided they comply with the guidelines outlined in this policy. This allowance includes headgear worn for fashion purposes, protection from weather conditions, or personal style expression. While hats and headgear are generally permitted, they should be worn in a manner that does not disrupt the educational environment or violate the school's dress code policy. Students are expected to wear headgear appropriately and refrain from displaying offensive or inappropriate content on their headgear along with all other student dress.

Tracy Area High School acknowledges and respects the diverse cultural and religious backgrounds of our students. We do not discriminate against students based on their cultural or religious attire, including headgear, as long as it does not disrupt the educational environment or pose safety concerns. To ensure the safety and security of all students and staff, Tracy Area High School may impose restrictions on headgear that obstructs vision, interferes with identification, or compromises the safety of individuals. Examples of such restrictions include headgear that covers the face entirely, excessively large headgear that obstructs the view of others, or headgear with potentially harmful objects attached.

In situations where headgear is required to be removed for identification purposes or specific safety concerns, Tracy Area High School will make reasonable accommodations to ensure privacy and sensitivity to cultural or religious practices. The school administration will work closely with students and their families to find suitable alternatives that respect their cultural or religious obligations.

Many restrictions are not imposed upon the dress of students. You are being given the opportunity to exhibit good taste and responsibility, and for the most part there is no problem with dress. Do not wear items that advertise, display or represent items such as alcoholic beverages, tobacco, obscenities, sex and/or disloyalty to our country.

Students whose dress and grooming does not conform to these standards will be referred to the Principal. The students will be warned by the Principal and advised as to what adjustments must be made. If the student fails to remedy the problem, the parents will be contacted. If the problem remains un-corrected, the student will be removed from the class or activity until the student corrects the situation.

POSTERS ON THE BULLETIN BOARDS

Announcements or notices, as well as educational materials, are posted on both the counselor's and high school's bulletin boards. If students want to display materials, post notices or bring in materials from outside school, they must receive permission from the principal.

TEXTBOOKS AND FINES

The school district furnishes each student with textbooks without charge. Textbooks ordinarily have five years of classroom use. It is expected that students respect them as borrowed property. If students damage them or any other school property by defacing, tearing, breaking or losing it, they will pay the costs of replacement.

PHYSICAL EDUCATION CLOTHING AND TOWELS

Each student participating in physical education is required to use standard physical education outfits. Instructors will inform the students what is necessary. Such clothes should be marked for identification. Towels are not furnished by the school. Habitual lack of physical education clothing will result in the lowering of the student's grade or removal from the class. Locks for PE lockers are available to purchase for the school year for \$1.

PROM

In the spring of the year, the juniors entertain the seniors at Prom. The juniors pay for it by fund-raising projects as well as using the money collected from dues. Juniors may hire a sound and light show, decorate, send out invitations and admission cards. Students must remain inside once they have arrived. Guests of Juniors and Seniors must be at least Sophomores in order to attend this event and may not be over the age of 20.

DANCES

Several dances may be held during the school year. Some dances will be for Grades 7-9 and some for Grades 9-12. Two school personnel and three sets of parents must be present. Out of school guests must be registered in the office by the end of the school day before the dance date. It is up to the advisor to not allow out of school guests if they so choose.

PUBLIC DISPLAY OF AFFECTION

Excessive displays of affection do not have a place at any time in our school, including during after school activities. The general guideline is “Hands Off!”. The following steps can be taken:

1. Students sent to the office
2. Parental conference
3. Detention

STUDY HALL RULES

At Tracy Area High School, Study Halls are designated periods of time during the school day where students can work on homework, assignments, or engage in independent study. The purpose of Study Hall is to provide students with dedicated time and space to focus on their academic work. Study Hall is to be less of a time for socializing as it is for personal and academic growth. Students should have a valid reason for leaving the Study Hall, such as using the restroom, getting a drink, visiting the library, or seeking assistance from another teacher or counselor. It's important to communicate the reason clearly and honestly to the study hall teachers. When leaving the Study Hall, students should be mindful of the time and ensure they return promptly. Use of Smart Pass during Study Hall is especially important. Best practice would have one student leaving the Study Hall on a 'round trip' pass at a time. Study Halls are assigned by administration and the registrar. Leaving the Study Hall because of personal preference to spend time in another teacher's classroom or in the hallway is prohibited. It's crucial to be responsible and considerate of other students who may still be working in the study hall and to promptly return from a round trip pass so other students may have permission to leave.

Student Study Hall Expectations

- Students are expected to spend their time in a productive manner. They are to be supervised at all times.
- Unless they have a SmartPass from another teacher, all students are to remain in the study hall for the first twenty minutes, quietly working. They must bring work to do or a book to read with them to study hall.
- No food or beverages are allowed at any time.
- Students going to the Media Center must sign in when they get there and have an active SmartPass.
- Students asked to leave the Media Center will have an active SmartPass, and their name will be sent to teachers via email immediately.
- Only one student will be allowed to leave the study hall at a time for their locker or the bathroom, requiring a SmartPass.
- Students planning to leave the building during a study hall must bring a SmartPass from the office with them to the study hall.
- Social visits are expected to be in groups of two, held in a quiet manner for a short amount of time.
- All students must report back to the study hall before the end of the class period.
- Quiet and productive: Study halls are meant to be a quiet and focused environment where students can concentrate on their work without distractions. It's important for students to respect this expectation by refraining from disruptive behavior or excessive noise.
- Use of time: Students should make the most of their study hall time by working on assignments, completing homework, studying for exams, or engaging in productive academic activities. It's essential for students to come prepared with necessary materials, such as textbooks, notebooks, and electronic devices, to utilize their time effectively.
- Seek assistance: Study halls can also be an opportunity for students to seek help from teachers or peers. If students are struggling with a particular assignment or concept, they should feel encouraged to ask questions, seek clarification, or collaborate with classmates, if permitted by the teacher.
- Goal setting: Students should set clear goals for each study hall session, such as completing a certain amount of work or accomplishing specific tasks. Setting goals helps to stay focused and motivated.
- Prioritization and time management: Students should prioritize their tasks based on deadlines and importance. Breaking down larger tasks into smaller, manageable portions can make them more achievable. Effective time management skills are crucial for utilizing study hall time efficiently.

- Organization: Maintaining an organized workspace and keeping track of assignments, due dates, and study materials can help students stay on top of their work during study hall. This includes using folders, planners, or digital tools to manage assignments.

Study Hall Teachers can provide guidance, answer questions, and help when needed. Teachers will establish a positive and conducive atmosphere within the study hall, encouraging students to stay focused and productive. Study Hall teachers will check student grades as time allows and assist the students not making academic progress by communicating with other faculty or learner’s parents. By following these expectations, students at Tracy Area High School can make the most of their study hall time, fostering an environment for personal growth and academic achievement.

TRACY AREA HIGH SCHOOL GRADES 7-12 ACADEMIC ELIGIBILITY POLICY

MID-TERM CHECK POINTS

The deficiency list will be run at MIDTERM of each QUARTER. If a student is not passing or has an incomplete in a class at the check point date, they will be on probation for one week and remain eligible. If after the one-week probation period they are still failing they will be ineligible for one event for one F and two events for two or more F’s. All students on the deficiency list may not leave for open noon hour for a week. Evaluation dates are listed below.

QUARTER GRADES

Four times during the school year we report student academic performance -- at the end of each QUARTER. A student will be ineligible for extra-curricular activities if he/she fails one or more classes. Incompletes may be made up for immediate participation. QUARTER dates are listed below in bold print.

EVALUATION DATES:	INELIGIBILITY BEGINS
Midterm Quarter 1: Wednesday, October 1, 2025	Wednesday, October 8, 2025
Quarter 1: Quarter End: Tuesday, November 4, 2025	Thursday, November 6, 2025
Midterm Quarter 2: Friday, December 5, 2025	Friday, December 12, 2025
Quarter 2: Quarter End: Friday, January 16, 2026	Wednesday, January 21, 2026
Midterm Quarter 3: Wednesday, February 18, 2026	Wednesday, February 25, 2026
Quarter 3: Quarter End: Wednesday, March 18, 2026	Tuesday, March 24, 2026
Midterm Quarter 4: Wednesday, April 22, 2026	Wednesday, April 29, 2026
Quarter 4: Quarter End: Thursday, May 28, 2026	Monday, June 1, 2026 (The penalty carries over to the next year if chosen spring sport is over.)

RULES OF INELIGIBILITY (Quarter Grades)

1. ONE FAILING GRADE

Ineligible to compete in the next event. Student may practice. Open noon hour privileges will be revoked for one week.

2. MORE THAN ONE FAILING GRADE

Ineligible to compete in the next two events. Open noon hour privileges will be revoked for one week. Practice may be resumed at the coach's discretion.

3. INCOMPLETES

Will be eligible to play as soon as the incomplete is made up. Student may practice with one incomplete, but not with more than one.

4. CONCERT ELIGIBILITY

Students in band and/or chorus (7-12) will be eligible to perform in concerts even though they may have received an "F" or "I" in any class. Band and chorus are classes for which students receive grades and credit toward graduation. They are not eligible for MSHSL sponsored contests or any pep band performances, as these are considered extra-curricular in nature.

These extra-curricular activities are Speech, Plays, Vocal Music, Instrumental Music, Cheer Team, Dance Team, Student Council, National Honor Society, Knowledge Bowl, and all Sports.

MINNESOTA STATE HIGH SCHOOL LEAGUE ELIGIBILITY

At the beginning of the school year, students will be given copies of the rules and regulations covering eligibility for participation in activities sponsored by the Minnesota State High School League. This includes athletics, music, speech, Knowledge Bowl and other school activities.

Tracy Area High School is proud of its record in sports and performance in the fine arts. It is also proud of its reputation of good sportsmanship. We want to continue to maintain and improve the good standard that we take pride in.

TMB ATHLETIC RULES

PENALTIES AND RECOMMENDATIONS TO CATEGORY 1 ACTIVITIES

Football, Volleyball, Cross Country, Soccer, Cheer Team, Wrestling, Basketball, Softball, Baseball, Track, Golf, Clay Target, One Act Play, and Speech.

All penalties will apply to students in grades 7-12. Violations will start accumulating in grade 7. Also, these rules will be enforced the entire year rather than only during the school year. Parents will be contacted before questioning the student athlete about a potential violation.

MOOD-ALTERING CHEMICALS (MSHSL Bylaw 205)

A. Reference MSHSL Bylaw 205

At any time during the calendar year, a student shall not, at any time, regardless of the quantity:

- use or consume, have in possession a beverage containing alcohol;
- use or consume, have in possession tobacco;
- use or consume, have in possession, buy, sell or give away any controlled substance or drug paraphernalia,
- use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.

"Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.

- Use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law. The bylaw applies continuously from the first signing of the student Eligibility Brochure. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

B. Penalty

- **First Violation:** The student shall lose eligibility for the next two (2) consecutive MSHSL contests or two (2) weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
- **Second Violation:** The student shall lose eligibility for the next six (6) consecutive MSHSL contests or three (3) weeks, 21 calendar days, whichever is greater, of a season in which the student is a participant.
- **Third or Subsequent Violations:** The student shall lose eligibility for the next twelve (12) consecutive MSHSL contests or four (4) weeks, 28 calendar days, whichever is greater, of a season in which the student is a participant. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six (6) weeks after entering treatment if all of the following conditions are met:
 - The student is assessed as chemically dependent,
 - enters treatment voluntarily, and
 - the director of the treatment center certifies that the student has successfully completed the treatment program.
 - The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.
- **Penalties** are progressive and consecutive.
- **Denial Disqualification:** A student shall be disqualified from all MSHSL athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
- **Applying the Penalty**
 - Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
 - **Violation Confirmation Definition:** The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
 - **Counting Weeks:** 1) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days. 2) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified. 3) At the beginning of the season, practice and conditioning weeks are counted. 4) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.

- A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- A student must be a student in good standing and able to be placed in the game, meet, or contest except for the penalty being served. (Students who are not in good standing due to suspension, expulsion, injury, illness, family vacations, etc. are not able to be placed in a game, meet, or contest and are therefore not able to count those contests toward the penalty).

C. Penalties for Category II Activities

Definition – Category II Activities: Those MSHSL programs in which a member school does not have a schedule of MSHSL contests, exclusive of MSHSL postseason tournaments.

Fine Arts Activities

1. Debate, Speech, and One Act Play when a school schedules no MSHSL contests and participates only in the MSHSL postseason tournaments.
2. Music Activities.
3. Visual Arts Activities.

Each member school shall develop penalties which it will apply to the participants in these activities. A copy of the member school’s policy shall be filed in the principal’s office.

(Reference Bylaw 205)

TAHS penalties

A student shall not be suspended from activities where their grade may be affected. FFA, NHS, Student Council and Peer Counselors operate according to their constitutions.

1st Offense	one event
2nd Offense	three events
3rd Offense	six events

GUILT BY ASSOCIATION

ASSOCIATION: In addition to the rules stated above, Tracy Area Public Schools will also administer the following rules and penalties.

RULE: A participant in any and all activities, as mentioned or inferred above, shall not be present where an alcoholic beverage is available for minor or student consumption and/or is being consumed by minors and/or students, (e.g., “keg party,” “open bottle” situation, or the like); or where illegal drugs are available and/or being used. (Wedding receptions and/or parties at which the student is accompanied by his or her parent or legal guardian are excluded from this rule; however, the prohibition against use, consumption and possession of alcohol, tobacco or drugs and/or drug paraphernalia continue to apply.)

Every association violation will result in a suspension from the next category I activity and the next category II activity.

SEXUAL/RACIAL/RELIGIOUS HARASSMENT/VIOLENCE AND HAZING

A. Reference MSHSL Bylaw 209.00

A student shall not engage in the sexual, racial, religious harassment, violence or hazing during the school year or any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.

GOOD STANDING AND GENERAL ELIGIBILITY REQUIREMENTS (MSHSL Bylaw 206.00)

See www.tracy.k12.mn.us website for link to view in full.

CONDUCT OF STUDENT/PARTICIPANTS

- A. Actions on the part of a student/participant that are deemed unsatisfactory will be subject to discipline according to the following guidelines under "B". A student participant should display the type of attitude, cooperation, loyalty and honesty that would be a credit to the individual and the school program.
- B. The action listed below is followed by the number of numbers indicating the possible consequences of such an action.
 - 1. Administrative action resulting in suspension, in school or out of school. (1,2)
 - 2. Willful damage or stealing of school property. (1,2,3,4,5,6)
 - 3. Skipping school. (2,3)
 - 4. Cheating (1,2)
 - 5. Student/participant not in attendance for 4 periods without previous arrangements. (2)
Student/participant violates regulations concerning curfew, practice, dress, conduct, etc., as
 - 6. Association with groups of individuals displaying any conduct which is to be considered as
 - 7. Trouble with the law, such as stealing, damage to property, fighting etc. (1,2,3,4,5,6)
- C. Consequences
 - 1. Reprimand-incident reported to parents.
 - 2. No participation in practice or interscholastic event that day(s).
 - 3. Suspension from the one interscholastic event.
 - 4. Suspension from two interscholastic contest.
 - 5. Suspension from participation the remainder of the season.
 - 6. Loss of awards.

PARTICIPATION FEES

All athletes in grades 9-12 must pay a \$85.00 participation fee before they will be allowed to participate in any contests. Athletes in grades 7 & 8 must pay \$60.00 per sport before participating. Participation fee for Speech is \$50.00 and \$40.00 for Knowledge Bowl, One Act Play, School Play, \$25.00 for Junior High Knowledge Bowl. Band instrument rental varies with the type of instrument and must be paid at the beginning of the school year.

If you participate in three (3) sports or three (3) fine arts activities your third sport or fine art activity will be free of charge. If you receive **free** or reduced lunches your participation fee will be reduced by half upon request and verification in the district office. Clay target **does not** count as one of the three sports.

By paying a participation fee you have paid for the right to practice with the team. Your fee does not give you the right to participate in a contest. You must earn the privilege to participate in a contest.

PHYSICALS

All athletes are required to obtain a physical every three years. Check with the Activities Office if you are unsure of the date of your last physical. The MSHSL form must be used.

SCHOOL LOYALTY AND SPORTSMANSHIP

Loyalty to Tracy Area High School means more than making a lot of noise at athletic contests. It does mean that, but it also means conducting yourself in such a way at all times so as to bring only honor and credit to your school and community. Whether right or wrong, nevertheless, it is true that most people judge your school, your community and your home by the way you act in public. That includes the way you conduct yourself in the classroom, in the corridors, in the study halls, in the auditorium, in the lunchroom, and at athletic contests - both home and away - as well as your conduct on the streets and at public gatherings. One or two careless students can hurt the reputation of all. Every student should be on guard at all times so the school may always gain prestige and honor. Let us be conscious of this at all times. Be courteous and considerate of new students and guests. Make them feel that we are happy to have them here. Conduct yourself at all times so that visitors to our building will see only that which they can praise.

TRACY AREA HIGH SCHOOL PANTHER SCHOOL SONG

SUNG TO THE TUNE OF
"MINNESOTA ROUSER"

PANTHER HIGH SCHOOL
HATS OFF TO THEE
TO OUR COLORS
TRUE WE WILL EVER BE
FIRM AND STRONG
UNITED ARE WE
RAH FOR PANTHER HIGH TONIGHT
RAH, RAH, RAH, RAH.
WIN, PANTHER HIGH TONIGHT!!! (repeat)

STUDENT COUNCIL

The Student Council of Tracy Area High School exists to further and improve student participation in school government. It should be a great honor, privilege, and responsibility to be elected to serve as an officer or member of the Student Council. Student Council elections are held in the ~~spring~~ fall of each year, and all students are encouraged to take an active part in this election. The basic, underlying function of the council is to make this a better school. For this reason, its organization and its operation are, and should be, of vital importance to you.

It should be noted here that our Student Council is not, and never was intended to be, a governing body. School regulations, rules and policies are made by the state through the citizens elected to the local board and by the professional administration hired for this purpose. It is not only improper but also illegal for any student organization to attempt to run a school. National and state organizations place definite limitations upon the scope of activities for its member chapters and, likewise, the administration of Tracy Area High School grants certain privileges to the council along the following lines:

1. The Student Council is given the power to "speak" for the student body, to discuss the programs of the school and to propose action for the improvement of the school.
2. The Student Council provides for the expression of student opinion; it tries to build a good relationship between students and faculty; it is a means of coordination of student activities; it endeavors to carry out many worth-while projects and activities. In its proper role, the Council plays the part of a service and advisory group of students which will discuss school problems and suggest solutions to the school administration. The Student Council of Tracy Area High School is a member of the Minnesota Association of Student Councils. Each fall our council sends members to the Southwestern Minnesota Association of Student Councils Conference. During the spring your student council also sends representatives to the State Student Council Convention.

What is your part in the Student Council? The success of the Student Council depends not only upon the competence of its officers and representatives but also on the active interests of each and every student. Therefore, the Student Council asks that you familiarize yourself with what it has done, what it is trying to do and with the way in which it is organized. It asks that you be one of those students who have a genuine interest in the welfare of the school - one who is willing to assist and cooperate when there are projects to be carried out.

OTHER POLICIES

TRACY PUBLIC SCHOOLS NON-DISCRIMINATION POLICY

It is the policy of the Board of Education of District #2904 to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereof, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or selection; therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

To effectuate the provisions of this policy, the Board of Education directs the superintendent of schools to immediately take the following actions/steps:

1. To assign responsibility for the implementation of provision of civil rights laws to the Title IX coordinator for the district whose name is Chad Anderson, position - superintendent. Telephone (507)-629-5500.
2. To establish and publish a grievance procedure for students and staff as required under provisions of Title IX.
3. To evaluate on a continuous basis the district's operation in terms of the requirements of federal and state law prohibiting discrimination. This evaluation will include policies, practices and procedures currently in effect.
4. To modify those aspects of the district's operation which do not conform to federal and state laws prohibiting discrimination.
5. To maintain data for three years following completion of the evaluation as recommended under paragraph (3) of this section and upon request provide to HEW a description of any modification made pursuant to paragraph (4) above.
6. To disseminate the district's non-discriminatory policy to clients and the general public.

STUDENT DISCIPLINE POLICY (District Policy 506)

Statement of Policy:

It is the position of the school district that a fair and equitable school discipline policy will contribute to the quality of a student's educational experience. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel in dealing with state statute, state board of education regulations and this policy.

The adults in our school help make students feel that they are cared for. A positive, meaningful school experience encourages appropriate behavior.

Students will be encouraged and recognized for good behavior and special accomplishments. Encouragement and recognition serve as powerful prevention incentives when students are making choices about inappropriate behavior in school.

Students have the right to learn; teachers have the right to teach. Behavior disrupting those rights will not be tolerated at Tracy Area High School.

Students will learn that rules are necessary for teachers to teach and children to learn. We pledge our staff will do everything they can to provide a school environment that is pleasant and conducive to learning. It is important that our adults make every attempt to understand the special academic and personal needs of our students. It is also important that our students learn and respect the need for school rules requiring cooperation and appropriate behavior. We as secondary staff believe that students are capable of following basic school rules.

The following school board policies apply:

Rules of Conduct:

Disciplinary action may be taken against students for any behavior which is disruptive or violates the rights of others. Unacceptable behavior is subject to disciplinary action. In the school handbook, the exclusion of a specific act does not preclude the enforcement of a consequence. The conduct of all students attending a public secondary school shall be governed by a policy of reasonable rules and regulations promulgated by the local Board of Education.

A. Violation of Local, State, or Federal Law

The violation of any local, state or federal law is unacceptable behavior.

Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act of 1974 (Revised in 1998).

Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act of 1974.

B. Behavior Detrimental to General Welfare of Students and Others

1. Acts by students which constitute violation of law, such as **theft** from fellow students or the school, **setting off fire alarms, terroristic threats, and vandalism** will result in automatic suspension for three days. The student, with his/her guardians, may seek re-admittance by arranging for a conference with the administration. (School Board Policy 506-VI.A)
2. In addition to being handled as in School Board Policy 506-VI.A, willful damage to property shall require full restitution. Accidental damage shall require restitution as determined by the administration. (School Board Policy 506)
3. Violations of School Board Policy 506 may, in addition to school administrative action, be turned over to other public authorities if in their jurisdiction, i.e., Welfare Department and Police Department.
4. Pupils enrolled in School District #2904, Tracy, MN shall be governed by state laws relating to terroristic threats. (Minnesota Statute 609.713) and disorderly conduct (Minnesota Statute 609.72).

Subdivision 1. **Whoever threatens to commit any crime of violence with purpose to terrorize another**, or to cause evacuation of a building, place of assembly or facility of public transportation, or otherwise to cause serious public inconvenience or in reckless disregard of the risk of causing such terror inconvenience may be sentenced to imprisonment for not more than five years.

Subdivision 2. Whoever communicates to another with purpose to terrorize another or in reckless disregard of the risk of causing such terror, that explosives or an explosive device or any incendiary device is present at a named place or location whether or not the same is in fact present, may be sentenced to imprisonment for not more than three years, or to payment of a fine of not more than \$3,000, or both. Laws 1971 c. 845 and 19 effective July 1, 1971.

C. Disorderly Conduct

Whoever does any of the following in a public or private place, knowing, or having reasonable ground to know that it will or will tend to alarm, harm, anger or disturb others or provoke an assault or breach of peace, is guilty of disorderly conduct which is a misdemeanor. Disorderly conduct according to State Statute is as follows,

1. Engaging in brawling or fighting.
2. Disturbing an assembly or meeting.

3. Engaging in offensive, obscene or abusive language or in boisterous and noisy conduct tending to arouse alarm, fear, anger or resentment in others and/or which materially and substantially disrupts the rights of others to an education.

Based on the severity of the infraction the consequences may include detention, suspension, or legal action.

D. Insubordination: 506-IV.20

Insubordination encompasses a broad range of unsatisfactory pupil conduct such as disobedience, unruliness, resisting authority or lack of respect for a staff member. Taking pictures of students or staff members without their permission. Posting pictures of students or staff members without their permission on any internet web site.

Willfully refusing to comply with a teacher's direct and reasonable order, or the directing of profanity or obscenities at a staff member on or off school property, taking pictures of staff, and/or posting pictures of staff on any internet site shall result in:

1. Teacher-pupil conference.
2. In-school suspension for the rest of the class period. Upon the discretion of the principal, the student may be assigned detention.
3. Up to five-day suspension from school by the administration.

After the suspension, the student, with his/her guardians may seek re-admittance by arranging for a conference with the administration. If the student does not exhibit immediate and continuing improvement after the suspension, a pupil-teacher-administration conference shall follow in order to determine appropriate action.

Note: In addition to teachers and administrators, the term staff member shall include custodian, lunchroom personnel, bus drivers, secretaries and any other personnel employed by the school district. School districts may discipline for conduct off school grounds if conduct is detrimental to an orderly school environment or adversely affects school discipline.

E. Other Infractions

1. Throwing snowballs or other foreign objects in the school building proper or on school grounds (parking lot, athletic fields, etc.) is considered an infraction. School officials reserve the right to make the final judgment as to what types of unruly behavior are considered disorderly with the school setting. Based on the severity of the infraction the consequence may include detention, suspension or expulsion.
2. A nuisance article is defined as any object not related to school that draws attention to or inconveniences another person. Examples are squirt guns, radios, cards, candy, rubber bands, pea shooters, water balloons, laser lights, etc. For each offense the article will be confiscated. Parents may be required to pick up items at the discretion of the principal. School officials reserve the right to judge the severity of the offense and consequences.
3. Loitering in the parking lot in or out of cars is not allowed. Consequences may include detention, loss of noon hour privileges and/or driving.
4. Once the school day has ended, students are not allowed to be in school (hallways, gym, cafeteria, classrooms, et.) unless under supervision of a teacher, coach, administrator or their designees.

DISCIPLINE PROCEDURES

Dangerous, Harmful, and Nuisance Articles and Substances.

- A. **Alcohol** - Students who participate in any MSHSL activity will be subject to the consequences as prescribed by that organization. In addition, those same students who are guilty of an alcohol violation including possession on school grounds at any time or at school sponsored activities will be subject to the below immediate consequences.

- B. **Drugs, Narcotics** - same as alcohol.
- C. **Tobacco** - Students found to be guilty of smoking (includes e-cigarettes, vapers and/or chewing tobacco), including possession on school grounds, in school buildings or at school sponsored activities, will be suspended from school for three days. Parent contact of the principal is a requirement for reinstatement following or during the suspension (phone calls acceptable).

Immediate Consequences for Alcohol, Drugs and Narcotics, Tobacco, and THC and Cannabis

- 1. A three school-day suspension (and may be required to receive chemical abuse information from the school counselor, including the writing of a report on alcohol abuse, the length of the report will be determined by the school counselor).
- 2. A complaint will be filed with the police department.
- 3. A parent conference will be required for reinstatement to classes.

WEAPONS AND ASSAULT DISCIPLINE POLICY

A. **Weapons (District Policy 501)**

Possession of a weapon will result in (1) an initial suspension; (2) confiscation of the weapon; (3) contact of the police department; and (4) a recommendation to the Superintendent that the student be expelled.

“Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity.

“Weapon” means any firearm whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: gun (including pellet guns, paintball guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), num-chuks, throwing stars, explosives, stun guns and ammunition. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon.

B. **Assault**

- 1. **A threat of bodily harm** or death to another person, without material physical contact, will result in a parent/guardian conference and an initial suspension of up to five (5) days for students in grades 7-12.
- 2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with “weapons”.
- 3. **Students in Grades 7-12 who engage in fighting with another person will be suspended from the classroom or from the building for three (3) days.** Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving or scuffling”.
- 4. **Direct attack with a weapon:** Direct attack with a weapon shall be dealt with under the preceding section of this policy dealing with “Weapons”.
- 5. **Direct attack on another person:** Students in Grades 7-12 will be initially suspended for five (5) days and will be recommended to the Superintendent for expulsion.

HARASSMENT POLICIES (District Policy 413)

GENERAL STATEMENT OF POLICY:

It is the policy of the school district to maintain a learning and working environment that is free from religious, disability, racial or sexual harassment and violence. The school district prohibits any form of religious, disability, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion, disability and race as defined by this policy.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, disability, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, disability, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

REMOVAL FROM CLASS POLICY (District Policy 506.VIII)

Removal of Students from Class

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. **Procedures for Removal of a Student from a Class**

1. Teachers will document behaviors in question and issue warnings to the student(s) regarding the already pre-determined classroom discipline plan.
 2. Having followed the established procedure, the student will be asked to leave the classroom.
 3. Student(s) will leave the room with the teacher, administrator, paraprofessional, or other designated adult school employee if at all possible. If not, the teacher will notify the office that the student(s) is on their way.
 4. Student(s) will be removed to the principals' office.
 5. Student(s) will then be notified as to the existing student problem. Notification can be realized through a number of different mechanisms of communication, i.e., telephone call, meeting, messages sent home in daily planners, and other methods not listed.
 6. The principal will establish the meeting place to finalize the action plan implemented for the student to meet the criteria of consequence(s) for his/her behaviors.
- D. Responsibility for and Custody of a Student Removed from Class**
1. Student will first report to the school office.
 2. Student will be accompanied in nearly all circumstances to their designated destination following removal.
 3. Student is to be accompanied by a teacher, paraprofessional, administrator, or other adult school employee designated. (Student may be sent to the office on their own accord if they are considered to be under self-control and their demeanor is not a threat to others.) In all cases the classroom teacher will notify the office that removed student is in transition to the office.
 4. The student is to report directly to the office.
 5. The student is under the control of the principal and/or office staff.
- E. Procedures for Return of a Student to a Class from which the Student was Removed**
- A. Complete fulfillment of stated consequences as discussed and agreed upon at time of removal.
 - B. Lesser breaches of discipline will be handled by student-teacher conference. Beyond this, normal procedure could and may require that student, teacher, parents, and administrator meet to discuss issues related to behaviors that initiated the event.
- F. Procedures for Notification**
- A. Parents may be notified by telephone and/or with a written notice containing grounds for removal, statement of facts, and plans for return to regular classroom attendance.
 - B. Readmission plans and action will be discussed at the time of removal. Any student removal from a classroom setting may result in a readmission conference with possible participants consisting of administration, parents, student, teacher, or other staff member.
- G. Disabled Students; Special Provisions**
- A. All removal of students with identified disabilities will be administered according to established IEP documents with additional consideration to conduct a Manifestation Determination Meeting.
 - B. The building special education team will determine if a review of the current IEP plan is needed.
 - C. All procedures regarding the removal of students with disabilities will be completed within the framework of IDEA.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems and Students while on School Premises**
- A. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
 - B. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions tied to Violations of the Code of Student Conduct**
- A. Refer to approved counselor service, school nurse, or school psychologist.
- J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior**

- A. Generally, teachers make every effort to establish a school or home and school behavior plan that will assist the student in correcting the behaviors that are detrimental to the teaching and learning process. Teachers, parents, and students use the school email as a mechanism to communicate on a regular basis.
- K. **Any Procedures Determined Appropriate for Encourage Early Detection of Behavioral Problems**
 - A. Early recognition can on occasion be recognized at Preschool Screening.
 - B. Teacher referral to a child concern meeting in which the conditions and circumstances that indicate a possible behavioral concern can be shared and discussed at a building level team meeting.

SUSPENSION – EXPULSION

Occasionally it becomes necessary to suspend or expel a student from school. In this event all procedures will be governed by MSA 127.26 - 127.39, more commonly known as the Minnesota Pupil Fair Dismissal Act.

Under the provisions of this law, students may be suspended or expelled from school for any of the following:

1. Willful violation of any reasonable School Board regulation.
2. Willful conduct which materially and substantially disrupts the rights of others to an education.
3. Willful conduct which endangers the student or other students or school property.

Students may be suspended for up to ten days by the principal. Suspensions of over one day must include a re-admission plan.

Expulsions may be imposed by the School Board upon recommendation by the principal. Expulsions may be for the remainder of the school year and may occur after the School Board has held a hearing accordance with the law.

OUT-OF-SCHOOL SUSPENSION

Those students who do not conform to school board approved behavior and discipline guidelines will receive out-of-school suspension. Suspension from school or class may be for a period of time up to and including ten days. The student will be assigned suspension by the principal after an administrative conference. Within forty-eight hours of the conference, the student will be served with the suspension by certified mail along with a due process brochure sent to parents.

When a student is on suspension, he/she will be allowed to do the work covering the period of suspension. If the suspension is immediate, the assignments will be sent with a sibling or through the mail, or the student may arrange to pick them up. All work assigned while on suspension must be completed and turned into the respective teacher after which credit will be awarded for the work based on its merit. The student cannot return to school until all requirements of his/her suspension have been met.

While on suspension, the student cannot come to school unless he/she checks into the office for permission. The student cannot drive on school property. The student cannot attend school events during or after school. This includes any school sponsored activity either home or away. The student will also lose eligibility for participation in activities during the time of suspension. All privileges will be restored following the suspension if the offense did not violate any eligibility rules of his/her specific activity or the Minnesota State High School League Regulations.

A student who has been suspended three times may be subject to expulsion following a school board hearing.

EXPULSION

Expulsions may be imposed by the school board upon the recommendation of the superintendent and/or the principal. The length of expulsion can be for more than five days up to one school year from the date of expulsion. Expulsions may occur only after the student and his/her parents have an opportunity for a hearing before the Board of Education to present testimony in evidence of why expulsion should not be imposed. Expulsion hearings will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act.

Expulsion from a classroom with resulting loss of credit can be ordered only by school personnel expressly authorized by the Board of Education to issue such orders based on consultation with the teacher, the student and the parent. Such expulsions shall also conform to the procedures outlined above.

REFERRAL TO JUVENILE AUTHORITIES/POLICE:

If a student violates a law, juvenile authorities or the police may be contacted by the principal or a designated representative. Every reasonable attempt will be made to notify parents at the same time. If the officer indicates that she/he is arresting the pupil with or without a warrant, that officer will have complete jurisdiction and responsibility in the matter. The principal shall not interfere with the pupil's removal from the building. It is expected the contact with the pupil shall be arranged in as unobtrusive a manner as possible. The principal shall notify the parent/guardian and the Superintendent of Schools as soon as the officer takes the pupil from the building.

TRACY AREA PUBLIC SCHOOL GRIEVANCE PROCEDURE

1. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibiting this policy shall present the complaint in writing along with the reasons for such complaint to the person designated to handle the complaints.
2. The person designated to handle the complaints shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the designated official, and such decision shall be communicated to the complainant within twenty working days of the initial reception of the complaint.
3. If the designated official finds that the complaint is not justified, he/she shall so notify the complainant in written communication.
4. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent no later than five working days after receipt of the written decision of the designated official.
5. A hearing before the Board of Education shall occur no later than thirty working days after receipt of a written request that others testify in the complainant's behalf. The designated official will present the findings of the investigation called for in Step 2. The Board shall reach a decision and notify the complainant of its findings no later than fifteen working days after the hearing.
6. If the complainant is not satisfied with the decision of the board, appeal may be made to one or more of the following offices:

Director of the Office for Civil Rights
300 South Wacker Drive
Chicago, IL 60606

Commissioner of Human Rights
200 Capitol Square Bldg.
St. Paul, MN 55101

Equal Employment Opportunity Commission
Regional Office
342 North Water Street
Milwaukee, WI 53202
222-1111

This appeal must be made within ten working days following the decision by the Board of Education. A copy of such appeal must be filed in the office of the Superintendent of Schools.

HAZING PROHIBITION (District Policy 526)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

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

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
 - C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
 - D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
 - E. "Student" means a student enrolled in a public school or a charter school.
 - F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. **REPORTING PROCEDURES**

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

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receive a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing 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.

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.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may

constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing 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 the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing 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) team 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 hazing.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, 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 prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

policy, apply throughout the school district, and foster student, parent, and community participation.

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

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

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

III. DEFINITIONS

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

- A. Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property.
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited

conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. **REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying 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 in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or 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.

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 the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to

address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. **SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct 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 conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team 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 bullying or other prohibited conduct.

VI. **RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. 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 prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. **TRAINING AND EDUCATION**

- C. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- D. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- E. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- F. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- G. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- H. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- I. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school districts or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

TECHNOLOGY POLICY

Computers and other technologies provide opportunity for students and staff; they are installed in the schools for the benefit of all learners. In order for technology to be in working order and available to everyone, all users of

District 2904 technology must respect the hardware and software in the school. This includes, but is not limited to, the following:

Removing or exchanging any hardware or software component from any system.

- Tampering with installed software and files.
- Installing unauthorized software on school technology.
- Installing personal software on school technology.
- Installing, copying, or knowingly infecting a computer system with a virus.
- Do not waste technology resources including bandwidth, file storage space, printers, ink, or paper.
- Do not post pictures of students or staff on any internet site without their permission.

For more information regarding District 2904's Internet Use and Safety Policy see District Policy 524.



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)
Student's Legal First Name _____ Student's Legal Middle Initial _____
Student's Legal Last Name _____ Student's Date of Birth _____
Student's District/School _____ Grade _____

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

____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

____ MCA/MTAS Reading ____ MCA/MTAS Science
____ MCA/MTAS Mathematics ____ ACCESS/Alternate ACCESS for ELLs

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

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____