

HENNING SCHOOL



“HELPING EACH CHILD SUCCEED”

Independent School District No. 545
500 School Avenue, Henning, MN 56551
(218) 583-2927 (phone)
(218) 583-2312 (fax)
www.henning.k12.mn.us

TABLE OF CONTENTS

MISSION STATEMENT	2	PERSONAL BELONGINGS	17
HENNING STAFF	3	PHYSICAL EDUCATION	17
<u>K-12 HANDBOOK</u>	4-16	SCHOOL AND PLAYGROUND BEHAVIOR CODE	17-18
ANNOUNCEMENTS	4	TEACHER REQUESTS	18
ASSEMBLIES	4	WINTER CLOTHING	18
ATHLETIC CONTESTS	4	<u>HIGH SCHOOL</u>	<u>19-27</u>
ATTENDANCE POLICY	4-5	ATHLETIC LEASING FEES	19
ATTENDANCE APPEAL PROCESS	5-6	CAFETERIA AND LUNCH HOUR	19
BACKPACKS/BOOK BAGS	6	CHEATING/PLAGIARISM	19
BALLOONS (LATEX-FREE)	6	CLASS DUES	19
CELL PHONES AND NUISANCE ITEMS	6-7	DETENTION RULES	19-20
COUNSELOR'S OFFICE	7	DRIVING	20
DELIVERIES	7	EARLY GRADUATION	20
DRESS CODE	7-8	EXTRA-CURRICULAR ELIGIBILITY	20-21
FIELD TRIPS	8	GRADING SYSTEM	21-22
FIRE DRILLS	8	GRADUATION DRESS CODE	22
GENERAL RULES	8-9	GRADUATION HONORS	22
GRADING SCALE	9	GRADUATION PARTICIPATION	23
HEALTH AIDE – ILLNESS	10	GRADUATION REQUIREMENTS	23
HOME BAKED TREATS	10	HALLS	23
HOME SCHOOL GUIDELINES	10	HENNING HIGH SCHOOL DISCIPLINE	23-25
LIBRARY SERVICES	10	HIGH SCHOOL SCHEDULE	25
LOCKED DOOR POLICY	10	HONOR ROLL	25
LOCKERS	10-11	ONLINE CLASSES	25
LOCK DOWNS	11	PASSES	25
LOST & FOUND	11	REQUIRED COURSES	26
MEDICAL AWARENESS & MEDICATION	11	SCHEDULE CHANGES	26
PARTICIPATION	11	STUDENT COUNCIL	26
REASONABLE FORCE	12	STUDENT OPPORTUNITIES	27
RENTAL OF SCHOOL OWNED EQUIPMENT	12	STUDY HALLS	27
REPORT CARDS	12	TARDINESS	27
SCHOOL BUS RULES	12-13	TEXTBOOKS	27
SCHOOL CLOSING FOR INCLEMENT WEATHER	13	<u>2025-2026 DISTRICT POLICY SUMMARIES</u>	<u>28-32</u>
SCHOOL INSURANCE	13	●ACCEPTABLE USE OF TECHNOLOGY	28
SCHOOL VISITORS	13	●ALCOHOL, TOBACCO, & DRUGS	28-29
STUDENT BEHAVIOR CODE	13-14	●BULLY PROHIBITION	29-30
STUDENT DUE PROCESS & GRIEVANCE PROC.	14	●DIRECTORY INFORMATION	30-31
STUDENT RECORDS	14	●DISCLOSURE OF DATA TO MILITARY...	31
SUSPENSION AND EXPULSION	15	●DISTRIBUTION OF NON-SCHOOL...	31
TECHNOLOGY: CHROMEBOOK CHECKOUT PROC.	15	●eLEARNING DAYS	31-32
TELEPHONE USAGE	15	●HARASSMENT & VIOLENCE	32-33
TORNADO PROCEDURE	16	●HAZING PROHIBITION	33
VIDEOS	16	●MALICIOUS AND SADISTIC CONDUCT	33
VISITORS	16	●STUDENT GENDER NONDISCRIMINATION	33-34
<u>ELEMENTARY</u>	<u>16-18</u>	<u>2025-2026 EXTRA-CURRICULAR ACTIVITIES</u>	<u>34-35</u>
ANIMAL VISITORS	16	●ACTIVITY FEES	34
BICYCLE RIDING	16	●EVENT FEES	34
BIRTHDAY CELEBRATIONS	16	●HENNING FITNESS CENTER	35
DOCTOR APPOINTMENTS	16	SCHOOL SONGS	35
ELEMENTARY SCHOOL HOURS	16	PARENT/STUDENT SIGNATURE	35
ELEMENTARY SCHOOL DISCIPLINE	16-17	<u>2025-2026 SCHOOL CALENDAR</u>	<u>36</u>
LEAVING THE BUILDING	17		
PARENTAL CONCERNS	17		

*TOPICS ARE LISTED IN ALPHABETIC ORDER IN EACH CATEGORY (K-12, ELEMENTARY & HIGH SCHOOL)

HENNING PUBLIC SCHOOLS

MISSION STATEMENT

To prepare all learners to be confident, contributing citizens by realizing their individual potential.

Welcome, Students,

On behalf of our faculty, staff, and school board, we're excited to welcome you to Henning School! We hope your time here is filled with meaningful learning, lasting friendships, and personal growth. This is a place where Your journey matters and we're truly grateful to have you with us."

You are a valued member of our school community. You are special, you are valued, and you have special talents to offer, we encourage you to use your **Greatness with Purpose**. This handbook is designed to help answer your questions about our school, programs, and expectations, so you can make the most of your experience.

Here's to a fantastic school year - enjoy the adventure ahead!

Dear Parents and Guardians,

We kindly ask that you review this handbook with your child(ren). It was created to provide a clear and convenient overview of our expectations, policies, and the opportunities available at the Henning School.

The guidelines outlined here are intended to create a safe, respectful, and supportive learning environment for all students—including those participating in the Post-Secondary Education Option (PSEO) program. We believe that strong partnerships between families and school staff are essential for student success, and we are committed to fostering open communication and collaboration throughout the year.

While students are ultimately responsible for their learning, your support - as parents, guardians, and partners - plays a vital role. Together, we can ensure that every student is empowered to thrive.

Thank you for being part of the Henning School community!

Independent School District #545 does not discriminate on the basis of race, color, national origin, sex or disability.

HELPING EACH CHILD SUCCEED

HENNING STAFF

Preschool & Early Childhood & Family Ed.

Kindergarten

Grade-1

Grade-2

Grade-3

Grade-4

Grade-5

Interventionist/Title I

Julie Frost & Andria Weller

Pam Amundson

Abby Emter & Jennifer Haugdahl

Rachel Greenwaldt & Stephanie Jorgenson

Kala Mills & Christina Wohlwend

Ryan Emter

Dakota Aeling & Kristy Finck

Chelsey Kloeckl, Joye Peterson & Laura Smith

Agriculture Education

Driver Education

English/Language Arts

English Language Learners

Physical Education & Health

Mathematics

Music

Arica Burgess

Mark Oscarson

Alexis Froemming & Steve Ness

Joye Peterson

Mark Oscarson & Jason Speer

Jessica Iliff, Scott Hart & Mike Hepola

Kaylin Bosworth & Naomi Horn

Science

Social Studies

Special Education

Dana Damm & Scott Hart

Julie Westrick

Tether Eckhoff, Toni Erlandson, Kari Koep &

Randy Misegades

Visual Art

World Languages

School Counselor

McKenna Osmondson

Jennifer Brunsberg

Jenna Damm

Speech Clinician

Health Aide

Technology Coordinator

Title I Coordinator

Title IX Coordinator

Assessment Coordinator

Gifted-Creative-Talented Coordinator

504 Coordinator

Sara Truax

Debbie Starry

Erin Huebner

Laura Smith

Randy Misegades

Thomas Williams

Marlene Wahlin

Jenna Damm

Paraprofessionals

Bill Balfanz, Gabrielle Bunkowski, Carrie Bushman, Katie Dehmer, Laurie Felt, Amy Johnson, Katherine Johnson, Stephanie Jossart, Jasmine Lane, Meghan Lutgens, Heidi Reinbold, Cynthia Sales, Tawni Thorson, Courtney Torgerson, LuAnn Weniger, Pam Wiese & Teri Wogan

Kitchen Staff

*Shandra Kurth, Tammy Grasswick & Karen Looch

Maintenance/Custodial Staff

*Brendan Hart, Gerardo Armendarez, Deb Harden & Glenn Stegman

Bus Drivers

Gerardo Armendarez, Allison Christensen, Wayne Guse, Glen Scott & David Stueve

Office Staff

Kayla Hoelscher, Debbie Starry & Debbie Vorderbruggen

Administration

Melissa Sparks, Superintendent

Thomas Williams, Principal

Randy Misegades, Activities Director

School Board

Andy Eckhoff, Kim Haugen, Casey Johnson, Terry Oscarson, Matt Reinbold & Rod Thalmann

K-12 HANDBOOK

INFORMATION PERTAINING TO ALL STUDENTS

ANNOUNCEMENTS

A daily bulletin will be provided by the school office and posted on the school website. The public address system will be used for urgent bulletins that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary.

ASSEMBLIES

Assemblies are generally held for special programs, lyceums, films, transactions of business, pep meetings and other entertainment. These meetings are held in the gym or other site as announced. For any programs other than pep meeting, polite enthusiastic applause for the performer or speaker is the acceptable form of appreciation.

ATHLETIC CONTEST

Students and fans may and should cheer their hearts out for their team. Actions to degrade or show disrespect toward visiting teams, fans, or officials are unacceptable. Try to project a positive feeling at these events to demonstrated good sportsmanship, whether we are winning or losing the contest. If we should lose the contest, we'll be winners through our behavior and our sportsmanship.

ATTENDANCE POLICY

Attendance is a major concern to everyone at Henning Public Schools. Absences affect student performance. Data collected indicates a significant correlation between student absences and achievement. Surveys also point out a correlation between school attendance and a carryover to the workplace. It is understood that occasional illnesses, family emergencies, etc. do occur, but excessive absenteeism will prevent the student from receiving a complete education and would be in violation of Minnesota Statute 120.12, which deals with compulsory attendance.

Notification of the School for Absence or Tardy

The school is to be notified by the parent/guardian by phone call, note or email for the following:

- If the student will be tardy
- If the student will be absent
- If the student is to be dismissed from school early.
- Parents/Guardians are asked to call the school before 9:00 a.m. If a call is not received, a school attendance monitor will attempt to contact parents. If you fail to contact the school on the day of the absence(s), students must provide a written excuse explaining why they were absent, date(s) of absence, and parent/ guardian signature.

Academic Make-up Procedures:

A student will be provided the total number of days absent to make-up work (weekend days are included in time to complete make-up work). Important: School work missed because of an absence should be made up and credit will be given if completed on time. If a student is absent two days, they have two days to make-up the work upon their return. Example: If a student was absent Friday and Monday and returns to school on Tuesday, all assignments would be due on Thursday.

Attendance/Participations:

A student (K-12) that does not report to school by 11:30 and/or finish the scheduled day will not be allowed to participate in events, or attend practice nor participate in pep band, concerts/musicals, halftime performance, etc. A student that is excused from school due to illness/fatigue or discipline is not allowed to participate or attend school events/practices (this includes all participants and spectators K-12). Medical appointments (doctor office note), funeral leave and pre-approved absences by administration will be exceptions to the rule. Other family matters will be given consideration as exceptions by the principal. A student who fails to provide parental communication with the office (written or verbal) will be ineligible to participate in practice and events until parents excuse the absence. A student that misses more than six (6) days of school (six of the same period) in a semester will require doctor/court verification for the absence to be excused (Max of 10 absences).

Guidelines for Student Attendance:

1. Students who are not in school or at a school-related activity (specific to their grade/subject level programming) are considered absent.

ATTENDANCE POLICY CONTINUED...

- Attendance will be taken three times daily – at the start of the school day, after lunch/recess and end of the school day in the elementary school (PreK-5) and every class period in the Junior High and High School (6-12).

Students are allowed a maximum of six (6) absences in a semester with parental permission. Habitual absenteeism with parental/guardian approval will be called into question and referred to the Otter Tail County Attorney's office.

- School sponsored activities do not count towards a student reaching the six (6) absence limit.
 - Field Trips (field trip opportunity may be revoked if attendance is an issue)
 - Music Contests
 - Programs in which the student is participating, being honored or presented with an award, i.e. 4-H, AAA, etc.
 - School sponsored groups – not to exceed one meeting per week.
- A parent will be allowed to excuse an additional three (3) days of absence beyond the parent maximum of six (6) days in a semester for a vacation/trip. The communication is required to be at least a week in advance with the principal's office. The additional three (3) days will be counted towards the overall maximum of 10 days absent total in the various categories.
- College Visitation – Juniors and seniors wishing to visit colleges or universities during the school day will be allowed 2 days per school year. If more visitation days are necessary, administration has the authority to grant them as needed. Proof of the College Visit is required for the absence not to be considered a parental excuse.

Unexcused Absences:

Students who do not meet the above criteria will have their absences considered unexcused. Parents and students should know The Otter Tail County attendance policy will be adhered to. A copy of this policy can be found in the Principal's Office. A meeting with parents will be required at the school's discretion prior to the 2nd cumulative unexcused absence in a school year. Families of students with attendance concerns may be referred by the school to participate in a meeting involving school and county personnel. The purpose of this meeting is to collaboratively develop a plan to increase the student's attendance. Below are some examples of unexcused absences:

- If a student absence is coded unexcused, daily work missed can be marked as zero. The student will receive a zero on the daily assignments. Cumulative tests or other cumulative work missed due to unexcused absences can be made up as per building policy within one school day, but may result in a reduced grade for the cumulative test or work.
- Truant (Skipping) - Any absence that has neither the approval of the parent/guardian and the school
 - Students with unexcused absences due to skipping or exceeding semester maximum (6 or 10).
 - First Unexcused Absence: 1 hour of After School Detention for every two (2) periods missed.
 - 1 hour for 1-2 periods missed – 2 hours for 3-4 - 3 hours for 5-6 & 4 hours for 7-8
 - Second Unexcused Absence: 1 hour of After School Detention for every two (2) periods missed.
 - Third Unexcused Absence: 1 hour of After School Detention for every period missed.
 - Referral process with Otter Tail County for Truancy begins
 - Fourth Unexcused Absence (Grades 9-12): Enrollment into REACH class for the remainder of the current semester and the next semester & 1 hour of After School Detention for every period missed.
 - Fifth or more Unexcused Absence – 1 hour of After School Detention for every period missed & 1 Day of Saturday Detention / Attendance Contract Consequences.
- Parents excused absence that exceeds the maximum of six (6) absences per semester; those without medical excuse by a doctor or other Administrative approved absences beyond six (6) will be classified as unexcused.
- Other reasons deemed unexcused by administration.

ATTENDANCE APPEAL PROCESS

A pupil that has been denied credit for excessive absences may appeal that action in accordance with the following:

- A parent or guardian may file a written appeal to the Attendance Appeal Committee when a student's absences exceed the maximum limit. Additional documentation may be presented at that time.
- This written appeal must be submitted to the Attendance Appeal Committee within three (3) school days after receiving notification that a student has exceeded the maximum limit for absences. Please

ATTENDANCE APPEAL PROCESS CONTINUED...

send all appeals to Mr. Thomas Williams, Principal, Henning Public Schools, 500 School Avenue, Henning, MN 56551.

3. The appeal must state the reasons for the appeal.
4. A meeting will be scheduled with the Attendance Appeal Committee within five (5) school days after receiving the appeal from a parent or guardian.
5. The Attendance Appeal Committee will be composed of the Principal, Activities Director, and School Counselor.
6. The student's total attendance record will be considered on an appeal case.
7. The Attendance Appeal Committee will notify the parents of the Committee's decision in writing. The notification will be made within 48 hours after the appeal hearing.

BACKPACKS/BOOK BAGS

Students may bring backpacks/book bags to school but, for safety reasons, they must be kept in their lockers during the school day. A backpack/book bag is defined as any bag (including large purses and briefcase), carried by a student, containing a book(s) and/or notebook(s). A book bag will be confiscated by a teacher or administrator. Students may visit their lockers between classes to pick up books as needed.

BALLOONS

All balloons that are used for school activities and/or celebrations of student accomplishments, birthdays, etc., must be latex-free balloons. If latex balloons are used for a school approved activity – latex usage notices must be posted.

CELL PHONES AND NUISANCE ITEMS

Cell Phones, Headsets, Smart Watches, iPods/mp3 players, gaming systems, etc. (Nuisance items).

The use of cell phones, Smart watches, headsets, iPods/mp3 players, gaming systems or any other Nuisance Items are prohibited during class time. Upon entering a classroom, cell phones and smart watches need to be powered off and placed in the cell phone sleeve with the screen facing out. The purpose for limiting cell phone usage is to support student social-emotional well-being, strengthen in-person connections, limit academic distractions and assist in maintaining classroom discipline. Academically, reducing cell phone use helps students stay focused on learning, improve attention, participation and overall performance. Students in grades 7-12 are permitted to use cell phones during passing periods, second chance breakfast and lunch time. Students in grades K-6 are prohibited from using their cell phones and nuisance items during the school day. A 7-12 student can wear one ear bud during these non-class approved times, but one ear must remain clear for communication purposes. If any nuisance items are being used by students at inappropriate times, it will result in:

- **1st offense:** Student can pick the nuisance item up at the end of the day from the principal's office.
- **2nd offense:** Parent/guardian will be notified. The nuisance item will be held at principal's office until the end of the day and students will be required to check the device in with the principal's office for the next five days. The device must be checked in at the principal's office by the start of the school day. Failure to check the device in by the start of the school day will result in the number of days required to check in the device starting over (applied to all future offenses).
- **3rd offense:** Parent/guardian will be contacted and a conference with the principal, parent/guardian, teacher if requested by the parent, and student will be scheduled. The device will be held at the principal's office until returned to parent/guardian. The students will be required to check the device in with the principal's office for the next ten days of school by the start of the school day. Students will also earn an hour of detention. Each infraction after the third offense will earn a combination of checking the device in with the principal's office for the next twenty days of school by the start of the school day and (4th offense) Two hours of detention, (5th offense) Four hours of detention (6th offense) One day of Saturday Detention.....
 - Students with documented medical needs required to monitor a critical health status (ex. blood sugar levels) may be granted exceptions upon submission of documentation from a healthcare provider.
 - Locker room/Bathroom violations will be penalized at the 6th offense level or higher based on previous infractions (taking pictures in the locker room and/or bathroom may result in a more severe penalty including suspension or even expulsion.
 - The refusal to hand the phone over to the staff member will be penalized at the 4th level or higher based on previous infractions.
 - Cell phone and nuisance item violations accrue the entire school year.

CELL PHONES AND NUISANCE ITEMS CONTINUED...

- A teacher can request permission from the principal's office to invite devices into the classroom environment for a specific event/day/duty for **educational purpose**, not as a reward. Free-time is not for educational purpose. For consistency purposes, the exceptions will be limited.
- The school is not responsible for lost, stolen, or damaged devices.
- All staff members are responsible for always enforcing this policy and they are expected to model these expectations and not to be in possession or operation of these personal devices /nuisance items during the times they are assigned/working with students.
- Students are allowed to use their camera function to capture memories/events during special school activities (Homecoming, Snow Week); however, these pictures are not allowed to be posted on websites such as Facebook, Instagram, SnapChat, etc.
- **Any personal picture that was taken during the school day and posted on the internet must have written consent from all students who are in the photo and their parents. All violations of this procedure will be dealt with the same as harassment/hazing or bullying.*

COUNSELOR'S OFFICE

The purpose of the school counseling program is to impart specific skills and learning opportunities in a proactive, preventive manner, ensuring all students can achieve school success through academic, career and personal/social development experiences. The comprehensive school guidance and counseling program targets four main areas of development:

1. Academic – learning to learn
2. Career – learning to work
3. Personal/Social – learning to live
4. Community Involvement – learning to contribute

DELIVERIES

Any delivery to the school for a student will need to be confirmed that we have permission from the parent/guardian to make the delivery. Without parent/guardian permission/confirmation, the delivery will not be made.

DRESS CODE AND APPEARANCE

The responsibility for the appearance of our students' rests with the parents and the students themselves. Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Examples of inappropriate dress include, but are not limited to:

- Clothing advertising substances illegal for juveniles (ex: tobacco, beer, liquor, drugs).
- Clothing containing obscene, discriminatory, distasteful, or profane language or pictures.
- Clothing and accessories containing gang symbols (or colors), or clothing worn in a manner to identify gang participation (examples: bandana/headbands).
- Clothing that is sexually suggestive. No short shorts/skirts (skirt/dress length will be approximately the length of the fingertips when arms are fully extended), No excessive cleavage and No excessive bare midriff.
- Pants and shorts will be worn so that no part of the private midsection (including underwear) can be seen.
- Chains longer than 14 inches, excluding necklaces, are not to be worn/used.
- Clothing and accessories containing spikes.
- Shoes with wheels must have wheels removed.
- Hoods and hats are not to be worn in the building.
- No Blankets – students are encouraged to dress appropriately for the changing seasons and cold winters.
- Prom is a formal event and all participants will be dressed accordingly for grand march, dinner and the dance, unless the dance is based on a theme that changes the dress expectations for all participants. No casual jeans, shorts, baseball hats, etc. Formal Rancher is acceptable attire. For Prom goer's shoes will have some leniency, but prom goers are encouraged to talk to an advisor prior to prom night. Shoes are an opportunity to have some fun in the event, and may need to be changed due to comfort for the dance. Vests/Shirts being worn at the dance have to be buttoned up and/or fit to the point that private areas remain covered.

(The dress code is not meant to cause a financial hardship. If a student needs assistance acquiring appropriate

DRESS CODE AND APPEARANCE CONTINUED...

attire, please call the principal's office at 218-583-2927). It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory or profane. If a student's clothing is objectionable, the administration shall request the student make appropriate corrections before returning to class. We want to safeguard all students/staff involved and bring awareness to the effects the clothing puts on others. If the student fails to make corrections, further discipline action may follow such as removal from class until clothing is corrected, detention, or suspension from school.

FIELD TRIPS

Each year teachers may plan field trips to places of interest which relate to studies or lessons taught. These trips may vary from trips downtown to trips outside the district. These trips are to enrich the learning experiences of the students. All rules of student conduct and student discipline apply to field trips. Field trip fees "may be" charged. Field trip information and permission slips will be sent home for parental approval for all class trips that occur outside the Henning community. If a parent specifies that their child is not to attend a field trip, the child is expected to attend school and a supervisor will be provided.

FIRE DRILLS

Fire drills are conducted periodically during the school year. Each student is responsible for knowing the rules and procedures for all locations in the building. The signal for returning will be sounded by the ringing of a bell. Here are some general rules to be observed:

1. Leave books and wraps where they are when the alarm sounds.
2. Instructor leads the group out of the room.
3. Each room should choose two class members who will be responsible for closing windows and doors and to help anyone who is incapacitated.
4. Be alert to any commands in case an exit is shut off.
5. Running, pushing, crowding is not necessary. A brisk walk is more orderly and safer.
6. Above all, do not loiter, stop at the drinking fountain or enter the lavatories. Sometime there may be a real fire and loiterers may suffer unnecessary injuries.

GENERAL RULES

1. Wednesday night is designated as family night. No school activities are scheduled after 6:00 without special permission.
2. For all dances, school parties and athletic events, students must remain at the event. Any guest of a Henning High School student attending a school dance must be pre-registered with the Principal's office by completing a Dance Guest Permission Form. Once you leave the building, you may not come back in.
3. Coaches and directors supervising students after or before the school day will monitor the locker rooms and hallways at the conclusion of practice, games, or upon returning from an away event.
4. The prom is for HHS juniors and seniors and invited guest who are at least freshmen in high school and under the age of 21.
5. Students are excused by the teacher and not the bell. Students are not to be in the halls waiting for the bell to ring.
6. Elementary students remaining in the building after 3:30 p.m. must be under the direct supervision of a member of the faculty.
7. All practices of class plays, music events, sports, etc., will not be held later than 10:00p.m.
8. Display of affection in public is not in good taste. Behavior of this type will not be permitted in school or on the school grounds and is subject to detention.
9. Physical education students are to be in the locker room area or gym until the passing bell rings.
10. Snowballing is strictly forbidden on the school grounds and the area near the school. No apology, no regret, no sorrow can recall an accident after it has happened. Detention, parent referral and suspension will be used as corrective measures, depending upon the nature and frequency of the violation.
11. Students are not allowed to access their vehicles or cycles during lunch period or other times during the school day without permission from the Principal's Office. Violators will receive detention or ISS.
12. Students will abide by the school rules/policies while they are representing Henning Public School and they will be held responsible for their actions through the school's discipline policy.
13. Student that are listed on the weekly grade check for grades lower than a C- and/or incomplete grades will lose their open-lunch privilege for a week until the next grade check.

GENERAL RULES CONTINUED...

14. Private music lessons will not be allowed to be scheduled during core subject and intervention/enrichment times.
15. Any act of vandalism/pranking that results in any Henning Staff members having to clean/repair/replace areas, equipment, etc. impacted by the vandalism/prank will result in all students involved paying for all damages and having discipline ranging from level 1-8, whichever the administration considers appropriate for the act. School/Community service hours may be an appropriate consequence as a Code of Conduct violation.
16. Students are to have supervision upon entrance and until departure of the school facilities. Students are not permitted to sleep in the building without a scheduled lock-in and appropriate supervision that is approved by school administration in advance.
17. Students in grades 6-12 that are on the ineligibility list or have surpassed their parental attendance excuses for the semester are not permitted to miss class to attend elementary school activities. All attendance rules apply.
18. All pictures that are published in the Henning School yearbooks and senior composites will not be allowed to display weapons, weapon accessories, or images/statements that are seen as controversial, etc. (Trap Team pictures will be allowed to display their equipment).

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory or profane. If a student's clothing is objectionable the administration shall request the student make appropriate corrections before returning to class. If the student fails to make corrections further discipline action may follow such as suspension from class until clothing is corrected, detention, or suspension from school.

GRADING SCALE

School Wide Grading Scale for grades 3-12:

95-100 = A

90-94 = A-

87-89 = B+

83-86 = B

80-82 = B-

77-79 = C+

73-76 = C

70-72 = C-

67-69 = D+

63-66 = D

60-62 = D-

Below 60 = F

The grading scale may not apply to purchased online/PSEO courses.

If a student has a grievance regarding an assigned final grade, the process to try to resolve the grievance is to appeal the disputed grade to the teacher, if the appeal is not granted, a parent/guardian can bring the appeal to the principal. In bringing the appeal to the principal, the student/parent/guardian bears the burden of proving that the teacher did not follow protocol established in the assignments sheet/rubric, course syllabus and/or Student Handbook. If the parent/guardian still is dissatisfied with the results of the appeal process, the parent/guardian can bring the appeal to the Superintendent for a final decision.

An appeal needs to be started within three (3) days of the final grade being submitted. Once a decision is made, the parent/guardian has two (2) days to appeal the grade to the next level. During the appeal process, the students will remain ineligible (for a failing grade) for the period of time/number of events related to the original grade. If the appealed grade is changed to a passing grade at any time, any remaining ineligibility will be dismissed.

*If a student is appealing a PSEO/online course grade, the student is required to inform the principal that they will be beginning the appeal process at the college/online school. The student will be required to meet the appeal submission timelines mentioned above to the appropriate chain of command.

HEALTH AIDE - ILLNESS

Inform the school health office of any health concerns you may have for your child. We will be glad to help monitor your child's health status. Students who become ill during the school day will report to the Health Aide, who will contact parents. You will be asked to pick up your child from school as soon as possible if your child has any of these health related concerns:

- Temperature of 100.0F or greater
- Vomiting or diarrhea
- Live head lice

A child should have a temperature of less than 99.0 and not have vomited for 24 hours before returning to school.

Parents may also be contacted if there are concerns about skin rashes or signs of conjunctivitis (pink-eye).

Rashes may appear for a variety of reasons. It may be a contagious bacteria or fungal infection, or a harmless skin sensitivity. In any case, the health office staff may need to contact you for further information. If a rash has open sores associated with it that have oozing or discharge, you may be asked to bring your child home until it is healed or the child has been seen by your health care provider to determine what is causing it.

Students who leave school without checking with the Health Aide/Principal will be considered truant.

HOME BAKED TREATS

The Minnesota Department of Health prohibits bringing home baked treats to school for distribution purposes. This regulation was developed in order to have sanitary control on foods eaten by children at school. If candy is brought to school each piece must be individually wrapped.

HOME SCHOOL GUIDELINES

Henning High Schools will award graduation credits to students who transfer in from a home school or private school. The home school or private school must document the curriculum covered and number of hours of instruction received by the student and submit a signed copy of the home school transcript to the high school. Henning Public Schools may request to examine any course syllabus, portfolios of student work and administer an assessment(s) to determine student proficiency. The high school reserves the right to award credits on a pass/fail basis based on proficiency level. A home schooled students must be enrolled with the Henning School full-time by the beginning of their eleventh grade year to be eligible for class ranking.

LIBRARY SERVICES

The library will be open at 7:50 a.m. and remain open throughout the day (except 12:17-12:45) until 3:30. You are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and the library aide upon entering the library. The elementary/library door will be open for our extended library times on Tuesdays and Thursdays from 3:30-5:30 p.m.

LOCKED DOOR POLICY

The Henning School will be completely locked during school hours. Visitors will be required to buzz in at the District Office (North/West corner of the building by the flag pole) before being admitted into the building. The Elementary/Library door will be open from 7:45a.m. to 8:10 a.m. This will allow parents to drop their child(ren) off in the morning. All late arrivals and early pickups must enter at the District Office.

If parents come to pick up their child during the day, they should plan on checking in at the District Office and notify office personnel that they are here to pick up your child. Parents of Elementary students will be directed to drive to the elementary entrance/exit doors and their child(ren) will be brought out to them.

LOCKERS

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

The locker policy is made available in the Student Handbook, upon signing up for a locker and at Back- to-School Orientation. The School Locker Policy is in accordance with M.S. 121A.72 Subd. 1 & 2.

LOCKERS CONTINUED...

Each student is responsible for keeping his or her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safe keeping. The school district is not responsible for money or items lost due to theft. Students may use a lock on their lockers if they wish, but it must be a school issued lock. A returnable \$5 deposit is necessary to receive a school lock. Only items approved by the principal's office will be allowed on the outside of lockers and the immediate surrounding area. Many people walk our hallways and we need to respect their values by only having appropriate items on the outsides of the lockers.

LOCK DOWNS

The school will follow at a minimum the number of lock downs required by the state. Students and staff will follow the emergency plan and respond to all announcements given.

LOST AND FOUND

Please check in the Principal's office for lost items. Items will be disposed of periodically.

MEDICAL AWARENESS AND DISPENSING OF MEDICATION IN SCHOOL

Students are not to have in their possession at school or at a school sponsored activity any prescription, or non-prescription medications, including aspirin substitutes, ointments, cold or allergy tablets, etc. The Elementary teacher must monitor non-prescription cough drops.

If it becomes necessary for a student to take any form of medication at school, a signed Consent Form for Adminstrating Medication must be completed. Prescription medication must come to school in the original container labeled by pharmacist. All medications will be kept and dispensed by the health aide. A student may carry their inhaler/ insulin/non-prescription pain medication once the proper forms are filed with the office.

The student who has the required parental permission to have the medicine dispensed at school must bring the medicine to school in a container appropriately labeled by the pharmacy or physician. Drugs or medicine used by children with IEP's will be administered as provided in the Individual Education Plan.

The Health Aide or Principal will administer medicines. An adult will observe that the student actually does take the medicine. A coach or activity director may be designated by the Administration to administer medication and designate a place or method of storage for students involved in school sponsored activities after normal class hours.

All medicine will be stored in a safe place provided specifically for this purpose as designated by the Administrator.

School personnel will communicate regularly with parents and physicians about any problem or effects of dispensing medicine for students during school hours.

In the event of a medical emergency to any student, the Principal or designee will notify the parent or guardian as quickly as possible and will take whatever action is reasonably necessary to stabilize the student's condition. If circumstances require transportation, an ambulance will be called and the student will be transported to the appropriate facility for treatment. The Henning School cannot transport an injured student.

School staff members will work closely with the physician so the medical program can be modified as changes in the student's physical condition warrant.

Parents of a student who has a medical condition, which could be life threatening or pose problems at school, must notify the Principal's Office who will then notify the necessary staff and see that they are properly advised. Examples of such conditions are epilepsy, diabetes, migraine headache, bone and joint diseases, etc.

PARTICIPATION

Sixth grade students, who have the privilege to participate in junior high activities, will be held to a high standard. Sixth graders will maintain eligibility with two grades lower than a C-. Students will be removed from playing in events with three or more grades lower than a C- or failing one or more classes. Students will be allowed to continue practicing and travel with the team as long as they are not failing two or more classes. Also, all students need to be aware of our Attendance Policy. Attendance/Participation rules (Pages 4-5) and Detention & Discipline rules (Page 23-25) in regards to not being eligible to practice and participate.

REASONABLE FORCE

Minnesota State Law 121A.582 states a school employee may use reasonable force when it is necessary under certain circumstances to correct or restrain a student or prevent bodily harm or death to another.

REMOVAL FROM CLASS

When a student is removed from class due to misconduct, the teacher will complete a written referral form communicating the disciplinary infraction with the office and the parents of the student(s). The principal will provide the student(s) with a copy of the written referral form and be given the responsibility to take the referral form home to retrieve a parent signature. The signed referral form is due back to the principal the next day (prior to serving the discipline/detention(s)). A minimum of one hour of detention will be the consequence for being removed from class for misconduct (a student has one week to complete the detention from the day the referral form is issued by the principal). If a student is removed from a class the second time, the same referral form process will be completed. The teacher will also follow up with a phone call with parents. A minimum of two (2) hours of detention will be the penalty for being removed from class for misconduct a second time. If a student is removed from class a third time, the teacher will complete a referral form, schedule/host a meeting with the student, parents and principal (possibly special education case manager in applied cases) to discuss the students misconduct and the steps to support improved student conduct in the future. A minimum of two (2) hours of detention will be the penalty for being removed from class for misconduct a third time.

REPORT CARDS

Student grade reports are sent home quarterly. Final report cards will be mailed home.

- Grades PreK-12 Conferences will be held during or at the end of the first and third quarters.
- All conferences will be scheduled between 3:30-7:00p.m. unless communicated otherwise.
- The faculty and administration encourages parents to contact them at any time for a conference. Please call the school or send a message with your child to arrange a conference time.

SCHOOL BUS RULES

The safety of any person riding a school bus depends upon the cooperation of parent, student, driver, and school. The 1994 legislature passed specific legislation indicating that riding a school bus is a privilege and not a right. The law also specifies that it is the parent's responsibility to get students to school if a student loses riding privileges because of behavioral problems. To ensure the safety of our students, rules have been established. Parents and their child(ren) should discuss these rules, as violations may result in suspension from riding the bus.

Students must not:

1. Hurt, harass, or bother other passengers
2. Use profane language or act in any way that will have a bad influence on other passengers or the driver.
3. Throw objects in or out of the bus.

Students are expected to:

1. Pay for any damages to the bus for which he/she is responsible (Bus damage is to be reported to the driver at once.)
2. Cross the road in front of the bus
3. Keep the bus clean
4. Be at the bus stop on time
5. Keep heads and hands inside of the bus at all times
6. Be seated on the bus and remain seated until the bus comes to a complete stop.
7. Sit in their assigned seats when it becomes necessary, because of inappropriate behavior, to assign seats to students riding a bus
8. Provide a note from their parents or from the Principal requesting a ride to a bus stop other than their home stop, or when requesting to ride an unassigned bus. Students who do not have a note from home will not be permitted to change their transportation routine.
 - Reporting to the office will alert the office personnel to any overloading of a particular bus. This may result in denial of the change in transportation. Birthday parties and other student
 - Parties (3 or more students) can cause such problems that other transportation arrangements should be made unless approval from administration has been obtained. Every attempt will be made to grant your requests and to maintain a safe bus ride for all.

The sole intent of these rules is to eliminate a hazard which might result in injury to a rider. Parents should feel free to call for any clarification that may be needed.

SCHOOL BUS RULES CONTINUED...

Students are required to ride buses to practices/games during all seasons of participation. Students will be required to ride to and return from away games and events on the same bus. As parents you are aware of the need to follow safety rules in the home and work setting. Failure to follow safety rules will result in the following consequences:

1. Verbal warning from the bus driver. Driver may assign special seat and or call parents.
2. A pink slip issued by the driver will notify parents of violations of the safety policy. The pink slip must be signed and returned to the school Principal before the student can ride the bus.
3. A mediation session with the student, parent, bus driver, and administrator will be scheduled to resolve violations of the safety policy. Mediation sessions will be required if steps 1 and 2 above do not solve the safety violations. Mediation session will be called immediately if the safety violations involve harm or assault of another student and the appropriate law enforcement authorities will be notified.
4. Student shall pay for any damages, to the bus, for which he or she is responsible.
5. Adult/Parent monitors will ride the bus when requested by a driver/administrator.
6. Students may lose bus riding privileges at step 1, 2, or 3.

SCHOOL CLOSING FOR INCLEMENT WEATHER

Class will be canceled when buses are unable to safely complete their routes because of inclement weather. The announcement of school closings will be communicated through the Honeywell Instant Alert System, which will notify our school families directly through an animated phone system. It is the responsibility of the family to register in the program, which can be located on the toolbar of the school website or call the Principal's Secretary for assistance. The announcement will also be broadcasted over radio stations KBRF (1250 AM and 103.3 FM), Fergus Falls; KJKK (1090 AM and 96.5 FM), Fergus Falls; and KSKK (94.7 FM); and television stations KSAX channel 42/5, KMSP channel 9, WCCO channel 4 and WDAY channel 6. All announcements will be phoned in as soon as possible. If a decision can be made early enough, it will be announced the night before. If a decision is made in the morning, an attempt will be made to contact the stations by 6:30 a.m.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. Only students playing 9-12 grade football must provide signed evidence that they are covered by adequate insurance if they choose not to purchase this package.

SCHOOL VISITORS

The Henning Elementary School is a very busy place. Because we need to serve our students first, students must not bring visitors to school.

STUDENT BEHAVIOR CODE

Hallway Behavior:

School is a working/learning environment. In order to maintain a positive and comfortable environment, students are expected to:

1. Avoid loud talking, scuffling in hallways.
2. Do not use inappropriate language.
3. Refrain from hanging on or excessive physical contact with friends.
4. Place litter in wastebaskets.
5. The eating of SNACKS will be permitted in the halls. This opportunity will only be permitted if we can maintain cleanliness in our hallways.
6. Help keep the building and grounds well maintained and a place we can all be proud of.
7. Be considerate of other. Any misconduct is subject to a parent report, detention or suspension.

A Note of Reminder:

Elementary students may not be in the high school section unless going to an approved activity. High School students are not to be in the elementary area of the building without a legitimate reason, except when arriving and leaving school.

Lunch Room Behavior:

1. No cutting in line. Students are not granted the right of passage because of their status.
2. Do not push. Be courteous with others.
3. Help keep noise minimal.

STUDENT BEHAVIOR CODE CONTINUED...

4. Eating your lunch in the hallways is not permitted unless in a designated area. Smart Snacks should be consumed in the lunchroom or designated areas during our scheduled lunch time.
5. Before leaving the lunch room, take your tray and contents to deposit it in the proper place. Do not leave food or anything else on the tables for someone else to pick up.
6. Enjoy your lunch and your friends. Be considerate of others and socialize in the cafeteria, the high school halls or outside on campus. Students may visit classrooms with faculty/staff permission and supervision.
7. No soda in K-6 lunch (only special occasions)
8. Open Lunch privileges are revoked for grades 9-12 with a grade lower than a C-, with an incomplete grade and with any disciplinary infraction that has been issued, but not served.

STUDENT DUE PROCESS & GRIEVANCE PROCEDURE

Before any disciplinary action is taken against a student, the student has a right to the due process guaranteed to him or her by our Constitution. Any student accused of an action and threatened with punishment for this action has the right to request a hearing before the Principal with the student's parents attending if he or she desires. Students are expected to demonstrate respect for all school employees and fellow students. If a student feels school employees or fellow students are making derogatory comments about them or their family members, they shall present their grievance to the Principal for help in resolving the situation rather than reacting in a manner that will call for disciplinary action against the student. A written report must be filed. A Grievance Form can be obtained through the principal's office. If a student is still dissatisfied, he/she may request a hearing before the Superintendent of Schools and, if still dissatisfied, may request a hearing before the School Board.

Student Conference:

Conferences will be conducted with students regarding disciplinary matters to ensure due process. Each student facing the imposition of disciplinary action under this code of conduct will be informed, orally or in writing, of the facts and the nature of the conduct and be given an opportunity to explain his or her version of the facts of conduct prior to the imposition of discipline. A student will have one week from the date of verbal notice to complete their detention.

Parent/Guardian Contact:

Depending on the violation and the seriousness of the action, a student's parent may be contacted by telephone or email/mail. The intent of the contact is to inform the parent of the violation and the student's attitude during the conference and to elicit parent support for correcting the unacceptable behavior. In all but very minor infractions, parents will be contacted.

Parent/Guardian Conference:

The Principal, counselor or teacher may request a parent/guardian conference, with or without the student present, to ensure parent understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.

STUDENT RECORDS

Cumulative records are maintained by the school district. Parents/Guardians and students who are 18-year-old are allowed access to these records according to a standard procedure set by law.

Parents or guardians may examine the contents of the records by making an appointment with the Principal. The rights and procedures for parent and guardian examination of student records are:

1. Copies may be made of anything in the school file.
2. Statements or items may be placed in the file if it pertains to the student's school work.
3. Items may be removed from the student's file. If the person in charge of the file denies the request, the parent or guardian has the right of appeal to the next highest official and ultimately to the Board of Education.

SUSPENSION AND EXPULSION

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by 121A.45, Subd. 1 & 2 (a,b,c), 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.

SUSPENSION AND EXPULSION CONTINUED...

3. Willful conduct which endangers the student or other students or school property.

Students may summarily be suspended from school for one day by the Principal. Students may be suspended for two to five days by the Principal following a brief hearing in the office, on the grounds or over the telephone.

Expulsions may be imposed by the school board upon recommendation by the Principal. Expulsions may be for the remainder of the school year or less, and may occur after the school board has held a hearing in accordance with the law.

Suspension

“Suspension” means an action taken by the school administration prohibiting a pupil from attending classes for a period of not more than five consecutive school day. The suspension period may be extended an additional 10 days when it is determined that the student will create an immediate and substantial danger to persons or property around him/her. The purpose of suspension is to remove the student from the school environment and to provide time for the professional staff, parent/guardian and student to discuss the matter and bring about an agreement on future conduct and also enable the student to make appropriate behavioral adjustments.

In-School Suspension:

In-school suspension is the same as suspension except the student is kept in school under supervision. Students are expected to complete their assignments and may have an opportunity to receive full credit for their work. Students are expected to develop a plan to return to their classes and call their parents to explain their behavior and their plan to correct their actions.

In-School Monitoring:

Students may be required to have an hourly report signed by their teachers verifying their movement, progress or assignments in the building during the day. The report will be turned in to the office or to a teacher the next morning and a new form will be presented to the student. Parents are expected to review the form and help their learner complete pending assignments before signing the form for their son or daughter to return to school.

Expulsion or Exclusion:

“Expulsion” means an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year. (M.S. 121A.41., Subd. 5). “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year (M.S., 121A.41, Subd. 4).

TECHNOLOGY: CHROMEBOOK CHECKOUT PROCEDURES

Henning Public School students (Grades K-12) are provided Chromebooks that are the property of the Henning School District so that they may continue using the technology away from school facilities. These Chromebooks are to be used only for educational purposes. No student should use a Henning School Chromebook for personal use of any kind. The following procedures will serve as guidelines for use of Henning School Chromebooks and their checkout to students. Students in grades 6-12 will be assigned a 1:1 Chromebook to be responsible for daily. Students in grades K-5 will assigned a classroom Chromebook that will remain in the classroom. Communication between parent and teacher will need to occur when it is necessary for a student to check a device out for off campus use. All students and parents, will be required to sign/acknowledge that they have read and agree with the Henning School’s system for checkout procedures before a Chromebook can be taken outside the Henning School.

1. **Chromebook Fee:** there is an **NO** Technology fee for our Technology-Chromebook assignment and access. Students who intentionally damage or lose their Chromebooks and/or power cord will be held responsible for the full cost of repair or replacement.
2. All use of the school system’s Chromebooks must be for educational purposes. Students are not to use the computers for personal, commercial or business use, or for political or religious reasons.
3. Students take full responsibility for basic care of the Chromebook.
4. Students take full responsibility for security of the Chromebook on and off school premises.
5. Students take full responsibility for reporting Chromebook problems, breakage or damage immediately.
6. Students that are found to be using the technology inappropriately or searching inappropriate content may have their checkout privileges revoked. All searches at school and at home on school devices are filtered by the school and may result in school discipline.

TELEPHONE USAGE

In emergencies, students may use any school phone. Do not ask for passes to use the phone during classes. Its primary use is for emergencies, after school, after practices, or at noon. Information called into the school for a student will be relayed to the student to eliminate classroom disruption. Students will not be called out of class unless it is an emergency.

TORNADO PROCEDURE

Follow posted plans to an interior room or hallway. Stay out of gyms and shop. Sit on the floor and curl up to protect your head and eyes. Respond to announcements.

VIDEOS

Videos shown in class should be for educational purposes tied to course curriculum. At times, videos will be shown for special occasions. Students in grades K-3 will be limited to videos rated "G". Students in grades 4-6 will be limited to videos rated "PG". Students in Grades 7-12 will be limited to videos rated "PG-13". Videos should be held to the same standards we hold our students to.

**Any video that is rated above the grade level criteria requires parent permission for students to view.*

VISITORS

All visitors must register at the district office upon entering the building or grounds. To avoid interrupting lessons that are in progress PLEASE LEAVE MESSAGES AND ITEMS FORGOTTEN AT HOME WITH THE RECEPTIONIST IN THE OFFICE. The receptionist will deliver the item or message to your child as soon as possible.

- - -ELEMENTARY- - -

ANIMAL VISITORS

All animals are prohibited from being brought into school. The creation of a safe learning environment for all our students is our first concern.

BICYCLE RIDING

Bicycles must remain near the back side of the elementary school or designated area during the school day. The school district is not responsible for bicycles parked at school.

BIRTHDAY CELEBRATIONS

Please do not distribute birthday invitations during school time. Doing this causes hurt feelings for those who are not included. Students may bring treats (other than homemade) for the class in observance of a birthday. This practice is on a voluntary basis and they are not required to bring treats for their birthday.

DOCTOR APPOINTMENTS

Please try to schedule appointments at times other than the school day. However, when it is necessary, please inform the child's teacher with a signed message from the parent. If the child is gone for 1/2-day, he/she is counted absent for that half. Students are responsible to make up any work missed.

ELEMENTARY SCHOOL HOURS

The school day begins at 8:10a.m. and ends at 3:07p.m., which is five (5) minutes earlier than the High School dismissal time. This allows the elementary students time for boarding buses before the dismissal of the high school students. Students may enter the building at 7:45a.m. and must leave by 3:30p.m., unless supervised. Students will not be supervised before 7:45a.m. or after 3:30p.m.

ELEMENTARY SCHOOL DISCIPLINE

When corrective actions (including nonexclusionary interventions) taken by the school staff have failed or the rule infraction is of a serious nature, the incident shall be referred to the Principal for investigation and action. The severity of the consequences applied by the Principal depends on factors: 1) the seriousness of the offense, 2) the previous disciplinary record of the student (repeated offenses). In an effort to take both into account, a progression of consequences (the level system) has been adopted. With each successive referral may be advanced up the level system at least one level up depending upon the seriousness of the infraction. The disciplinary consequences for each level are as follows, and in accordance with the Pupil Fair Discipline Act:

ELEMENTARY SCHOOL DISCIPLINE CONTINUED...

Level System:

- Level 1: warning by supervisor.
- Level 2: timeout at recess – walking the playground perimeter (Supervisor reports to teacher describing incident).
- Level 3: One (1) to two (2) days of lunch detention. Student may have their recess/lunch time switched to different group.
- Level 4: One (1) to two (2) days of after school detention. K-3 Parents may request two lunch detentions in place of one after school detention.
- Level 5: One half (.5) day of in-school suspension. Parents notified in person, by phone or written notice. Conference may be requested.
- Level 6: One (1) day of in-school suspension. Parents notified in person, by phone or written notice. Conference may be requested.
- Level 7: One (1) Day of Saturday Detention (7:00-11:00 am). Parents notified in person, by phone or written notice. Only used in elementary if detentions are not served.
- Level 8: (Grades 4-5) Two (2) days of in-school suspension. Parents notified in person, by phone or written notice. Conference may be requested.
- Level 9: Three (3) to 10 days of suspension (in or out of school depending on the nature of the offense). Conference with parents.
- Level 10: Expulsion hearing before Board of Ed. or an Administrative Conference of Superintendent, Principal, School Counselor, Teacher(s) and possibly a School Psychologist
- The level of the infraction will be determined by the seriousness of the offense and if the infraction is repetitive.

After School Detention & Saturday Detention:

Detention is scheduled between 3:15-4:15 p.m. on Monday, Tuesday and Thursday. Parents will be notified and are expected to provide transportation home. Parents may make arrangements with the Principal to have their student serve detention on the next scheduled date. If detention is not served on time, time will be doubled. If the doubled discipline is not served, the student will receive Saturday Detention. If a parent refuses to allow their student to serve their after school detention, the student will receive Saturday Detention. Overdue discipline will be doubled at the end of each quarter that the discipline is not served. A student will not be allowed to participate in any school sponsored events until all discipline is completed.

LEAVING THE BUILDING

Elementary students who must leave the building before the afternoon dismissal time for appointments or emergencies must have written/verbal notification or be picked-up by a parent or guardian and must be checked out in the main office.

PARENTAL CONCERNS

Concerns that parents may have regarding their child's program should be discussed with the teacher as soon as possible. Please call or stop at school so that we might work together to solve potential problems. Parents are encouraged to visit school often and to volunteer their time and talents. Arrangements must be made with teachers.

PERSONAL BELONGINGS

Please label, with the child's name, all personal belongings that are brought to school. This includes clothing, school supplies and teacher approved educational items brought for sharing with other students such as a rock collection, special toys, etc.

PHYSICAL EDUCATION

Tennis shoes are a must for active involvement in all physical education activities. It is a good idea to have two pairs of tennis shoes. The best pair can be used on the hard surfaces of the gym and the other pair for outdoor activities. If your child wears a dress to school, please supply them with sweat pants, shorts (under the dress), jeans or slacks so that they can put them on. They can then participate in all physical activities that day.

SCHOOL AND PLAYGROUND BEHAVIOR CODE

Courtesy Rules:

Be Careful: Respect yourself, other students and adults, the property of others and the school.

Share School Equipment: This includes bringing balls, bases and so forth back to the building. The team or person kicking a ball out of play should return it to the game or field.

Respect Other People and Their Property: Includes snow forts, lockers, bathrooms, classrooms, the school buildings & grounds.

Playground Safety:

Safe use of playground equipment is a constant concern. The rules for safe play will be explained to the children.

1. Children are not to be verbally and physically abusive (striking out, pushing, fighting, etc.)
2. Students should not stand and swing, or swing two to a swing;
3. Student spacing on the playground is necessary.
4. Going up the slide is not appropriate.
5. Snowballing and rock throwing are strictly forbidden on the school grounds and the area near the school. No apology, no regret, no sorrow can recall an accident after it has happened. After School Detention, parent referral and suspension will be used as corrective measures, depending upon the nature and frequency of the violation.
6. Touch or Flag football should be played – Not Tackle.
7. No hanging on basketball hoops.
8. Students Must Not leave the school grounds without permission.
9. Students eat in the lunch room and must observe the rules of the school including respecting themselves, others, and property.

Elementary students must stay at school during the lunch hour. The office must receive written permission signed by the parent/guardian to allow the child to leave the grounds. This request must indicate the date and time the child has permission to leave and the student must sign out in the office.

TEACHER REQUEST

If you are making a request for placement in grades PreK-5 for the following school year, please complete the Teacher Request Form and return it to the principal's office no later than **May 15** (forms are located on the district website under the Parents/Students tab). **Reasons for request must be based on educational needs (Academic, Behavioral, Social/Emotional, etc.).**

WINTER CLOTHING

Students are expected to go outdoors at recess; therefore, clothing suitable for weather conditions is necessary. Winter apparel must include snow pants, caps, boots, mittens and a heavy coat. If students are too ill to go outside for recess, we suggest you keep your child at home. Students inappropriately dressed for recess will be limited to the blacktop area at the playground doors.

During the winter months, students may be required to wear their jackets, boots, hats & gloves when being dismissed at the end of the day.

The office staff will notify the student body on the days that recess will be inside due to inclement weather (rain, hail, storm, cold temperature, etc).

- - -HIGH SCHOOL- - -

ATHLETIC LEASING FEES

There are times when athletes need to use school equipment for sports camps. An example would be for the use of football helmets and/or shoulder pads. A \$25 usage fee will be charged with \$24 being refunded upon return of the equipment in the same condition. If the equipment is not returned in somewhat the same condition the individual would be responsible for replacing the item or items.

CAFETERIA AND LUNCH HOUR

Henning High School students in grades 9-12 may leave the school ground during their lunch period. The campus is closed for students in grades 7 and 8 during the lunch period. Students leaving the campus will not be supervised by school personnel and all students breaking school rules/policies when off campus will be held responsible for their actions through the school's discipline policy. Open Lunch privileges will be revoked starting on Wednesday to Tuesday for students with any grade lower than a C- and any incomplete grade. Students will also lose their open lunch privilege when they have a detention/suspension that has not been completed. Parents are asked to inform the Principal's Office if and when they do not want their child(ren) to leave campus at lunch time. Students not participating in the school lunch program may bring a sack lunch, which must be eaten in the cafeteria or designated area. Containers for waste will be provided for student use. All food items must be consumed in areas designated by the Principal. Students are not allowed to access their vehicles or cycles during the lunch period, or other times during the school day without permission from the Principal's Office. Students will lose open lunch privileges; receive detention and/or ISS if abused.

CHEATING/PLAGIARISM

Whenever a student is guilty of cheating/plagiarism, the teacher shall collect the student's paper, mark a zero for the work and notify the parents and office immediately as to the action taken. Your academic standing can be severely damaged by an incident involving cheating/plagiarism. Detention or suspension will be assigned depending on the student's reaction to the teacher's action. Cheating/Plagiarism falls anywhere between a level 2-6 infraction according to school's discipline policy. If a student is caught cheating for a second time in a class during a semester, the student will earn a failing grade for the semester grade for that class. If a student is taking a PSEO or purchased online course, the academic consequence may be more severe from the host school.

CLASS DUES

The maximum amount of class dues each class is: Seventh Grade-\$5; Eighth Grade-\$5; Ninth Grade-\$10; Tenth Grade-\$10; Eleventh Grade-\$10; and Twelfth Grade-\$10.

DETENTION RULES

Detention will be administered for various violations. Failure to report for detention will result in the doubling detention time, Saturday Detention and/or grounds for suspension (up to five days) from school. Detention time will be doubled at the end of each quarter. If a student end the semester with three or more detentions (six when doubled), the student will be enrolled in REACH. If Saturday Detention is not served twice by a student, the student will be enrolled in REACH class for the remainder of the semester and the next semester. Regular detention time will be scheduled on Mondays, Tuesdays and Thursdays after school from 3:15-4:15 p.m. in the principal's office and Saturday from 7:00-11:00a.m. Saturday Detention will be scheduled once a month with a minimum of four (4) weeks between sessions. Detention will have a priority over other activities. Parents may make arrangements with the Principal to have their student serve after school detention on the next scheduled date, but the student may not participate in activities until the detention is served. The arrangements will allow for one extension date. If a parent refuses to allow their student to serve their discipline, the discipline will be follow the progression of being doubled and advancing levels. If detention is not served within a week of notification, a student cannot participate (play and/or practice) in activities, nor can they participate in school social events (Homecoming, Snow Week, Christmas Movie, Prom, Senior Class Trip, Music Trip, Graduation)

Rules for Detention:

1. Students failing to serve assigned detention will receive double detention or more severe consequences; i.e.: Saturday Detention and/or in-school suspension.
2. Students must read and do academic work in detention.
3. Absolutely NO talking. Students disruptive in detention will be removed and may be assigned a
4. more severe consequence if their failure to complete the detention makes the detention overdue.
5. Late students will not be permitted to attend.

DETENTION RULES CONTINUED...

6. **No food or drink** is allowed for students in detention.
7. **No sleeping.** Students will be removed and be assigned extra detention time.
8. Students must complete after school detention within a week of assignment or they will not participate in extra-curricular activities.
9. Saturday Detention must be completed on the next scheduled date.
10. Technology (cell phones, smart watches, gaming systems, etc...) is NOT allowed during detention. All items will be turned in at the start of detention time.
11. Chromebooks are allowed to be used for 20 minutes of a detention to complete classwork. The device number needs to be provided to Mrs. Cichy and/or Mr. Williams at the start of detention. The Chromebook will be mirrored on our office technology for compliance purposes.

DRIVING

Students are not allowed to drive a vehicle during the school day without permission from the Principal's Office. You **MUST** have an off-campus pass to leave the building. Students are prohibited from driving other students/participants to and from practices and activities. A student must have a parental permission form completed and on record to drive their own vehicle to and from practices and home events. Teachers are not to send students driving downtown to get parts or supplies.

EARLY GRADUATION

Students may qualify for early graduation upon meeting the following conditions:

- All courses or standards and credit requirements must be met;
- The principal or designee shall conduct an interview with the student and parent/guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a decision to graduate early no later than the first day of school in October.
- Students who graduate early are not eligible to participate in MSHSL sponsored activities after the date of their early graduation.
- The student will be allowed to participate in the spring commencement as a ranked member of the graduating class. They will be allowed to participate in Prom and any scheduled senior trip as long as they continue to meet the expectations to participate. It is their responsibility to stay informed.
- Once the student has completed their coursework, they are not to be at school during the school day unless for official class business or for a scheduled meeting with a staff member.

EXTRA-CURRICULAR ELIGIBILITY CODE

The primary purpose of the extra-curricular program at Henning High School is to promote a physical, mental, social, and moral well-being of the participants. It is hoped that extra-curricular activities in our school will be a positive force in preparing youth for an enriching and vital role in American life.

General Obligations and Rules:

1. All Minnesota State High School League rules will be followed. Each group advisor has the responsibility to inform all participants and parents.
2. Parents of students who have been ruled ineligible because of use of alcohol, tobacco, or other drugs must have a re-entry conference with the Principal or Athletic Director and Coach before the student can be reinstated into the extra-curricular program.
3. No student may quit an activity and join another after the season begins without the consent of the coaches or advisors involved.
4. All participants must travel to and from contests in transportation determined by the school. For insurance purposes, the only exceptions are identified in the bus rules section.
 - For paired activities students are allowed to drive their personal vehicle to Home events (i.e. to Battle Lake and Underwood), but they are prohibited from driving other students.
5. Students who are participating in an extra-curricular activity and receive a detention will be placed on probation for the remainder of the season; any further detentions will result in ineligibility for the next event. Continuous disciplinary infractions during a season can be grounds for removal. A student who is suspended will not have the opportunity to practice and will miss multiple events at the discretion of the administration and coaching staff. The administration will inform coaches/advisors of all student disciplinary referrals. A student that fails to complete a discipline/detention at the end of the school year will have their ineligibility continue into the next school year until the discipline/detention(s) are completed.

EXTRA-CURRICULAR ELIGIBILITY CODE CONTINUED...

6. If extenuating circumstances occur, the administration, parents, directors, or coaches and other agency representatives (police, social services, etc.) may meet and determine alternatives, which may include loss of honors, awards, and memberships.
7. Participants must strive to maintain academic progress for the quarter. Participants failing at least one course will be subject to the following procedures:
 - a) Teachers, coaches, and advisors receive a deficiency list of failing and incomplete students on a weekly basis.
 - b) Students receiving a failing grade after the first two weeks of the quarter will be placed on academic probation for one week. If their grades are not improved to a passing grade by the end of the probation week, they are academically ineligible. Any student that appears on the failing list and/or has an (including incomplete grades at the failing level) after week three of the quarter will be ineligible for a week at a time.
 - c) Grade checks will be performed weekly and academic eligibility periods will run Wednesday through Tuesday. A student can be removed from the academic ineligibility list on any school day (before 1:00 p.m.) with verification of the submitted updated grade communicated in their JMC Progress Report (if a teacher is not present at school to grade and update the Progress Report, the ineligibility will remain in place until the teachers returns).
 - d) Students taking PSEO courses will be part of the academic ineligibility list when their academic status is reported to the school. The student will work with the school counselor to provide updated grades that will remove the student from the ineligibility list. PSEO students are still accountable for the passage of their final semester grades and will be held accountable for failing grades as every other student is.
 - e) An online High School Student must be passing their class and be within 10% of the completion rate/schedule to maintain eligibility.
 - f) A student that withdraws or is dropped from a PSEO course after the first week of the quarter will automatically receive a failing grade for the semester on their high school transcripts and be ineligible immediately. If a student withdraws without prior communication with the school counselor's office, the student will be ineligible for an additional 20% of the current/upcoming season beyond the standard consequence.
 - g) Students receiving a failing grade at the end of a quarter course are ineligible from participation for 10% (minimum of one full event) of the current/upcoming regular season (Maximum of 20%). Incomplete students must achieve a passing grade within a week to maintain eligibility. Students receiving a failing grade at the end of a semester course are ineligible from participation for 20% (minimum of two full events) of the current/upcoming regular season (Maximum of 40%). If the student is passing all their courses at the time that their ineligibility ends, they may resume participation. Semester failing ineligibility only applies to courses/grades that are taught by organizations outside the Henning Staff that we do not receive official quarter grades for (PSEO course, online high school, etc.). This rule carries over to fall seasons of the next year.
 - h) Students must not play/perform, but they are allowed to continue to practice, travel, dress and warm-up with the team. It will be the coach's discretion to take an academically ineligible student to an away game or tournament.
 - i) Students failing more than two classes may be removed from extra-curricular activities.
 - j) If an activity is course related Ex. Music, (one failing grade is permitted). If a student is failing two or more classes, the instructor will need to provide an alternative assignment for full credit. Participation in field trips is not part of the eligibility code. A field trip opportunity may be revoked if attendance is an issue.

GRADING SYSTEM

The evaluation of student achievement is one of the most important functions of the teacher. The accepted marking system is as follows:

A -Excellent	D -Below Average
B -Above Average	F -Failure
C -Average	I -Incomplete

The GPA appears on each report card and is computed by following this procedure: multiply the number of grades by their value sum and divide by the number of credits.

GRADING SYSTEM CONTINUED...

A student's class rank is his/her standing according to their GPA.

Grading Scale:

A = 4.0	C- = 1.667
A- = 3.667	D+ = 1.333
B+ = 3.333	D = 1.00
B = 3.00	D- = 0.667
B- = 2.667	F = 0.00
C+ = 2.333	P = Pass
C = 2.00	I = Incomplete

An incomplete is given only in those cases where illness, emergency, or by prearrangement the student has not been able to complete his or her assignments. Incomplete grades will have all missing assignments recorded as zeros one week from the date it is issued. Make-up work is the complete responsibility of the student.

GRADUATION DRESS CODE

To provide a sense of dignity and honor to the commencement ceremony, students must follow the graduation dress code. If a soon-to-be graduate does not wish to abide by the dress code, they are not welcomed to participate. The graduation ceremony is a privilege, not a requirement or right. Senior must dress up for graduation, dress pants (khakis are fine), and a blouse/collared shirt. Blue jeans, shorts and sweat pants are not to be worn. All students must wear dress shoes/boots (No tennis shoes, no flip-flops/sandals, and no hiking/work boots). All clothing and shoes will be checked prior to the graduation walk; seniors choosing to ignore the dress code will not be allowed to participate in the graduation ceremony.

The dress code is not meant to cause a financial hardship, please do not feel you must purchase new clothes. If you have any questions, call the principal at (218) 583-2927.

GRADUATION HONORS

Henning High School will recognize current graduates who have earned a cumulative grade point of 3.000 to 3.499 as graduating with Honors and 3.500-3.750 as graduating with High Honors. Henning High School will recognize current graduates who have earned a cumulative grade point average of 3.751-4.000 as graduating with Academic Distinction.

Valedictorian-Salutatorian:

The determination of Valedictorian and Salutatorian will be made after the final semester of a student's high school career. A student must be enrolled as a full-time student of Henning High School for four (4) consecutive semesters at the time of determination to earn such honors. PSEO (Post-Secondary Enrollment Option) and Transfer credits from accredited institutions count towards the cumulative GPA and class rank. Every course taken is used in the computation of the GPA unless the course is taken on a Pass/Fail basis. If a student fails a course required for graduation, the student will need to retake the course; however, the subsequent passing grade does not expunge the original failing grade from the student's transcript or cumulative GPA computation.

The graduation commencement ceremony will have three speakers. The Valedictorian and Salutatorian will have the option to be speakers along with a third student who will be given the option based on the following order of preference: Class President, Class Vice President & Class Secretary/Treasurer.

Foreign Exchange Students:

Exchange students enrolled in the senior class at HHS who meet the same academic standards in all classes and who successfully complete all graduation requirements as are expected of HHS students will be eligible to receive a diploma. A certificate of attendance will be presented to senior exchange students not meeting graduation requirements. The GPAs of exchange students will not be included in the class ranking of HHS students. Foreign Exchange Students are not eligible to give a commencement address at the graduation ceremony.

Transfer Students:

Transfer students from other U.S. schools who enroll at HHS in grades 9-12 must meet graduation requirements as established by the Henning School Board to be eligible to receive a diploma and to be considered for senior honor status. In determining senior honor student eligibility, the administrator shall average a transfer student's grades from their former school(s) along with grades received since the transfer.

GRADUATION PARTICIPATION

In order to participate in the graduation ceremony at the Henning High School a student must have completed the number of credits required by the Henning School Board.

A student can participate in the graduation ceremony if they are within one credit of meeting the graduation requirements. A student that is short a credit will not be recognized as graduating with any honors status that they have maintained. A student must be making progress towards meeting those requirements by registering for the summer school program that HHS utilizes for credit recovery. A diploma will be issued once the graduation requirements have been met and the school has received the official transcript.

The school will provide a gown, stole, cap and tassel to all participants. The gown and stole must be returned after graduation in the same condition as they were received and all graduation requirements met before diplomas are issued.

A student will not be allowed to participate in the graduation ceremony if they have any disciplinary infractions that have not been served, including but not limited to any consequences due to misconduct prior to the graduation ceremony.

**Please see Early Graduation on page 20 for other requirements and/or limitations.*

GRADUATION REQUIREMENTS

To graduate from Henning High School a student must have a minimum of twenty-eight (28) credits earned in grades 9, 10, 11, and 12. Graduation credits will be awarded at the rate of 1/2 credit for every high school semester course a student successfully completes in grades 9 through 12 (non "F" semester grade). All freshmen and sophomores are required to carry a course load of eight (8) courses and juniors and seniors are required to carry a minimum load of six (6) courses (reduced hour is due to study hall opportunities for students registered 12 or more college credits in a semester or Work-Based Learning). The maximum semester course load is eight (8) courses. A PSEO students must maintain full-time student status (minimum of 14 college credits per semester for off campus students) to maintain eligibility for High School activities/ programs, but not exceed 16 college credits total per semester without special permission. A student is allowed to complete eight (8) high school credits = 32 college credits per year. If a student exceeds 8 high school credits and/or 32 college credits, their family will be responsible for any cost beyond those credits.

**The Henning School will award credit towards graduation based on the following college to high school credit ratio – 4 college credits equal 1 high school credit.*

HALLS

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must present teacher permission through the use of the daily passes in their planner. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted and may result in detention. The eating of SNACKS will be permitted in the halls. This opportunity will only be permitted if we can maintain cleanliness in our hallways. (no glass containers).

HENNING HIGH SCHOOL DISCIPLINE

Definitions:

Detention:

Keeping a student after school. Detention is scheduled between 3:15-4:15 p.m. Tuesday and Thursday. Detention must be served within a week from issuance. No detention will be served at noon or before school. If detention is not served on time, time will be doubled. If the double detention is not served on time, the student will serve one (1) day of Saturday Detention from 7:00-11:00 a.m. If a student fails to attend their Saturday Detention, their Saturday Detention will be doubled.

In-School Suspension:

The act of prohibiting a pupil from attending classes for a period of more than one school day. The pupil serves suspension time in the school building in the designated area. Days of in-school suspension will not count as absences and students will not be allowed to participate in activities during or after school.

Out of School Suspension:

A suspension that must be served away from the school building or grounds.

Expulsion:

An action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond 12 months.

HENNING HIGH SCHOOL DISCIPLINE CONTINUED...

Designated Area:

A satisfactory seating area assigned by the principal. The purpose of assigning a student to designated area is: 1) to re-establish the learning atmosphere in which the student has disrupted, and 2) to provide a setting for the student to examine the actions which prompted his or her removal and make a commitment to correct that behavior.

THE LEVEL SYSTEM

When corrective actions (including nonexclusionary interventions) taken by the school staff have failed or the rule infraction is of a serious nature, the incident shall be referred to the Principal for investigation and action. The severity of the consequences applied by the Principal depends on factors: 1) the seriousness of the offense, 2) the previous disciplinary record of the student. In an effort to take both into account, a progression of consequences (the level system) has been adopted. The disciplinary consequences for each level are as follows, and in accordance with the Pupil Fair Discipline Act:

Level 1: Referral to Principal for conference-warning. Written notification to parent (at discretion of administration). Incidents at each level after level one will be recorded on the discipline record.

Level 2: Administrator conference – one (1) hour of detention or five (5) lunch detentions. Disciplinary slip sent home with student for parental review and to be signed and returned to the principal's office prior to student serving the detention.

Level 3: Administrator conference – two (2) hours of detention. Disciplinary slip sent home with student for parental review and to be signed and returned to the principal's office prior to student serving the detention.

Level 4: One (1) day of in-school suspension. Parents notified in person, by phone or written notice.

Level 5: One (1) to three (3) day of Saturday detention from 7:00a.m.-11:00a.m. Will be used when students have continuous infractions. Parents notified in person, by phone or written notice. A conference may be requested.

Level 6: Two (2) days of in-school suspension. Parents notified in person, by phone or written notice. Conference may be requested.

Level 7: Three (3) to 10 days of suspension (in or out of school depending on the nature of the offense). Parents notified in person, by phone or written notice and a conference with parents will be requested.

Level 8: Expulsion hearing before Board of Ed. or an Administrative Conference of Superintendent, Principal, School Counselor, Teacher(s) and possibly a School Psychologist

***A student in grades 9-12 that receives three disciplinary referrals in a semester will lose open-lunch privilege for a nine-week period from the date the third detention is issued from the Principal. Every additional disciplinary referral in a single semester will add three additional weeks of lost open-lunch privileges.**

****Students will be issued a Discipline Office Referral Form upon notification of a detention/discipline. The student is required to return the slip signed to the office by the time they serve the detention or have a parent call the office to confirm their awareness of the discipline. If the slip is not signed or a parent does not call, the student will not be allowed to serve their detention/discipline.**

After School & Saturday Detention:

Detention will be administered for various violations. Failure to report for detention will result in the doubling detention time, Saturday Detention and/or grounds for suspension (up to five days) from school. Detention time will be doubled at the end of each quarter. If a student end the semester with three or more detentions (six when doubled), the student will be enrolled in REACH. If Saturday Detention is not served twice by a student, the student will be enrolled in REACH class for the remainder of the semester and the next semester. Regular detention time will be scheduled on Mondays, Tuesdays and Thursdays after school from 3:15-4:15 p.m. in the principal's office and Saturday from 7:00-11:00a.m. Saturday Detention will be scheduled once a month with a minimum of four (4) weeks between sessions. Detention will have a priority over other activities. Parents may make arrangements with the Principal to have their student serve after school detention on the next scheduled date, but the student may not participate in activities until the detention is served. The arrangements will allow for one extension date. If a parent refuses to allow their student to serve their discipline, the discipline will be follow the progression of being doubled and advancing levels. If detention is not served within a week of notification, a student cannot participate (play and/or practice) in activities, nor can they participate in school social events (Homecoming, Snow Week, Christmas Movie, Prom, Senior Class Trip, Music Trip, Graduation)

HENNING HIGH SCHOOL DISCIPLINE CONTINUED...

Suspension Procedures:

1. While in school suspension, a student will be assigned to a designated area. Except when the infraction is serious enough to warrant a level seven (7) consequence, or when the student's presence in the building poses a threat to the health and safety of the other students, staff or the operation of the school. Students assigned to in-school suspension will work on assignments from their teachers and complete all work assigned to them. All assignments must be completed before the student is allowed to return to that class. All other rules pertaining to conduct in the designated area are applicable.
2. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to him/herself or to property around the student.
3. A written notice containing the grounds for the suspension from school, a brief statement of the facts, a description of the testimony, a meeting with the parent(s) and/or guardian notification by mail within 48 hours of the conference. In the event a student is suspended from school without an informal administrative conference on the grounds the pupil will create an immediate and substantial danger to persons or property around him or her. The written notice shall be served either personally or by mail to the pupil and their parent/guardian within 48 hours of the suspension.

HIGH SCHOOL SCHEDULES

7:40 a.m. - Students may enter building (breakfast, prepare for class)
8:06 a.m. - Tone indicates four minutes before 1st period begins

Period 1 @ 8:10-8:55	Period 5 @ 11:34-12:19
Period 2 @ 8:59-9:44	Lunch @ 12:19-12:49
2nd Chance breakfast @ 9:44-9:52	Period 6 @ 12:49-1:34
Period 3 @ 9:56-10:41	Period 7 @ 1:38-2:23
Period 4 @ 10:45-11:30	Period 8 @ 2:27-3:12

The school day begins at 8:10a.m. Elementary students are dismissed beginning at 3:05 to allow them to board the buses before high school students. No students should be in the building before 7:40a.m. or after 3:30p.m., unless under the supervision of a faculty member. All handbook rules and procedures are enforced at the time the students enter school grounds.

HONOR ROLL

An honors list will be published at the end of each semester. A 4-point scale will be used to determine honors recognition, with 4.0 being straight A's. A grade point average of 3.751-4.000 will be recognized as Academic Distinction, a grade point average of 3.500-3.750 will be recognized as High Honors and a grade point average of 3.000-3.499 will be recognized as Honors. A student earning any grade lower than a "C-" will automatically be disqualified from the honors recognition for the semester.

ONLINE CLASSES

Students in grades 10-12 have the opportunity to participate in online learning classes. Classes that are available for selection by students are elective and credit recovery classes that are not offered by Henning High School. Each online class will be offered for a semester and a student will receive .5 credits for successful completion of the course. All online courses must be completed within the semester. If a student fails an online course two semesters in a row, they will be disqualified from enrolling in any online courses for the next two semesters (unless deemed necessary for graduation by the school counselor).

PASSES

Students will be permitted to leave the classroom after securing a pass from the teacher. Off-campus passes will be issued through the high school office only. A sign-out form will be used to record leaving and returning to campus. Before a student is permitted to leave campus, an off-campus pass is provided, the office must have written/verbal communication from a parent/guardian.

REQUIRED COURSES

Henning Graduation Requirements:

<u>English</u>	4 Credits	<u>Physical Education</u>	1 Credit
Grade 9	1 Credit	Grade 9	.5 Credit
Grade 10	1 Credit	Grade 10	.5 Credit
Grade 11	1 Credit		
Grade 12	1 Credit	<u>Health</u>	.5 Credit
		Grade 10	.5 Credit
<u>Science</u>	3 Credits	<u>Drivers Training</u>	.5 Credit
Grade 9 – Environmental Earth Science	1 Credit	Grade 9	.5 Credit
Grade 10 - Biology	1 Credit		
Grade 11 or 12 - Chemistry	1 Credit		
<u>Math</u>	3 Credits	<u>Music/Visual Art</u>	1 Credit
Grade 9 - Intermediate Algebra	1 Credit		
Grade 10 - Geometry	1 Credit	<u>Senior Survival</u>	1 Credit
Grade 11 - College Algebra/Trig. or Alg. II	1 Credit	Grade 12 *Required starting with the Class of 2025	
<u>Social Studies</u>	4 Credits	<u>Electives</u>	10 Credit
Grade 9-10 - Am. History	1 Credit		
Grade 9-10 - World History	1 Credit		
Grade 11-12 - American Government	1 Credit		
Grade 11-12 - Economics &	.5 Credit		
Human Geography	.5 Credit		

*Band and Choir will be counted toward graduation at the rate of one credit for each full year. Music grades will be counted for honor roll and class rank. Students may enroll in summer courses at accredited institutions at the expense of their family. The grades from the accredited institution will be transferred in only as a Pass/Fail grade and will not be weighted into a student’s GPA. Summer Coursework will only be accepted as elective credits.

Students that take drivers training outside of the school day will be enrolled in drivers training to meet the graduation requirement set by the Henning School Board.

Students in grades 7 and 8 that fail two or more core subjects in both semesters or five semesters of a variety of subjects throughout the academic year will be retained to complete the full curriculum the following year. There will be a team meeting consisting of teacher(s), school counselor, principal and parent/guardian(s) to discuss the retention plan.

Students in grades 9-12 that fail two or more subjects in a semester will be required to enroll in the REACH class the following semester. Students in grade 8 that fail two or more classes or have four or more grades under a “C-” in the second semester will be required to enroll in the REACH class the first semester of their 9th grade year.

SCHEDULE CHANGES

Students will have five (5) school days at the beginning of each semester to change their schedules (in-house courses only). All changes must be made through the School Counselor’s / Principal’s office by getting a drop/add slip and having it signed by the teacher whose class you wish to add and the teacher whose class you wish to drop. Class changes must have parental approval. Students enrolled in PSEO classes have to finalize their dropping a class ten (10) days prior to the course beginning. All PSEO courses that are dropped or withdrawn from after the ten-day period will receive a failing grade for the semester on their high school transcript.

STUDENT COUNCIL

Your student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the student council are your representatives and have direct access to the school administration. Student Council members will consist of two (2) Student Council representatives from grades 7-9 and three (3) representatives from grades 10-12. Grade 10-12 elect Class President, Vice President & Secretary/Treasurer (Which are also Student Council Reps). Grade 12 students that are elected are the Student Council President, Vice President & Secretary/Treasurer.

STUDENT OPPORTUNITIES

Opportunities are available to students (academic, arts, social, vocational, extra-curricular) respecting and including all cultural and gender differences and disability limitations. As a general guideline, students will not be required to attend practices, games or contests during school vacation days. At times during the summer or during the school year, the school gymnasium is open for use. The following open gym policy has been adopted to ensure the school's liability responsibilities:

1. A schedule for gym use and access will be developed with administration.
2. Adult volunteer supervision will be provided for the entire period of facility utilization. Supervisor is responsible to observe and monitor activity, limit participants to the area of utilization and open and lock the area securely.
3. A fee may be charged for custodial services and utility expenses.
4. The facility is available to all ages, cultures, genders, and abilities within these guidelines.

STUDY HALLS

Study Halls are designated as quiet study areas. Students in Grades 11-12 who are enrolled in 12 or more college level credits have the opportunity to register for a study hall period in place of an elective course. This opportunity is made available due to the intense studies that college courses require. A student must remain enrolled in 12 or more college level credits each semester to be eligible for a study hall.

TARDINESS

Promptness to class is very important. Students are to be on time for their classes. Tardiness related to school is defined as being late for class after the scheduled start time (usually signified by the bell system). If a student is late for school/class, the student must report to the office to sign in and obtain a pass for admittance to class. If a student is tardy more than 30 minutes, the tardy will be considered an Absence (unexcused or excused).

Excused Tardies:

- A parent/guardian can excuse two (2) tardies in a semester to first period only.
- Teacher/administrator holding a student after class
- Other measures the administration judge as excused (Ex: weather related/car won't start – limited to one)

Enforcement:

- A teacher can define a student late for class if they arrive to class unprepared.
- A student that is tardy for five (5) classes (total from all eight periods) in a semester will earn an hour of after school detention.
- If a student earns another five (5) tardies, totaling 10, they will earn two (2) hours of after school detention.
- A student that is tardy for 15 classes (total from all eight periods) in a semester will serve Saturday detention from 7:00-11:00 am on the next scheduled date. After 15 tardies, every five additional tardies will result in another Saturday detention from 7:00-11:00 am.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. Student/parents will be required to pay for lost or damaged books.

PSEO students will have their books purchased by the Henning School each semester. As a PSEO student, you have the responsibility to meet the following required dates:

- May 30 - inform the school counselor of their intent to enroll in PSEO courses during the following school year. If the student does not meet the May 30 date, their family may be responsible for the postsecondary tuition expense.
- July 19 (Fall Semester) & December 8 (Winter Semester) - submit a textbooks order form to the school counselor or district office. If a student fails to meet these dates, books may not arrive by the first day of the semester.
 - Students do not have approval to purchase books from the bookstore without written approval from the school. If a student purchases books without written permission, they will be responsible for the payment.

2025-2026 DISTRICT POLICY SUMMARIES

COMPLETE POLICIES CAN BE FOUND ON THE DISTRICT WEBSITE (DISTRICT, SCHOOL BOARD, SCHOOL POLICIES)

ACCEPTABLE USE OF TECHNOLOGY POLICY - (AUP) HENNING PUBLIC SCHOOL- INTERNET ACCOUNTS

Introduction: The Internet links thousands of computer networks around the world, giving Henning students access to a wide variety of computer and information resources. In general, electronic traffic passes in a trusting atmosphere with a minimum of constraints. Henning Public School does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. Henning School District and system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Henning School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Student Guidelines: Any action by a student that is determined by their classroom teacher or a system administrator to constitute an inappropriate use of the Internet at Henning School or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the AUP. The full policy regarding the Acceptable Use of Technology Policy can be found on the school website at <https://5il.co/8e29>

Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the AUP. Violating the Acceptable Use Policy may result in:

- restricted computer system or network access,
- loss of computer system or network access
- disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the System Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Student Access Contract: I understand that when I am using the INTERNET or any other telecommunication environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State of local law, and the Henning School District.

DISTRICT POLICY PERTAINING TO ALCOHOL, TOBACCO & DRUGS

A. Usage:

A student shall not use or be in possession of a beverage containing alcohol regardless of quantity; use or be in possession of tobacco/nicotine of any kind, including but not limited to non-smoking tobacco electronic cigarettes and vape devices; or consume, be in possession, buy, sell, or give away marijuana or any other substance defined by law as a drug, unless specifically prescribed by his or her doctor for the student's use during the calendar year.

B. Suspension from Participation:

Students who violate this rule shall be suspended from participation in all activities of the school, including athletics, music, plays, speech, club work, class and club officerships, and trips by all of the organizations sponsored by the school. For substance abuse, non-high school league activities will be treated the same as high school league activities. In effect, a student who violates the rules will be dropped from any and all organizations and trips for the time specified herewith:

1. **First violation:** The next two consecutive High School League contests or two weeks of play or activities, whichever is greater, for the first violation. A student may practice with their team or group, but no other participation will be allowed, including but not limited to traveling with the team or group or being associated with the team or group in any other capacity. If an activity is course related, the instructor will need to provide an alternative assignment for full credit. Any disputes regarding such exceptions shall be resolved by the Principal.
2. **Second violation:** The next six consecutive contests or three weeks of play or activities, whichever is greater, for the second violation.
3. **Third and subsequent violations:** The next 12 consecutive contests or four weeks of play, practice or activities, whichever is greater for the third violation.
4. Penalties for second and subsequent violations which occur before previous penalties have been served will be added on to the existing penalties. Penalties will not be served concurrently.

2025-2026 DISTRICT POLICY SUMMARIES CONTINUED...

5. In the event that no Minnesota State High School League activities fall into the period of a student's penalty, the MSHSL penalties will be imposed when the student becomes involved in such activities later in the school year or in the subsequent school year.
6. Students who violate this rule will also be ineligible to participate in social events sponsored by the school. These events include but are not limited to the Homecoming Activities, Pepfests, Snow Week Activities, Prom, etc... To have the opportunity to participate in these social events, a student who violated this rule must complete a community/school service schedule established by the Principal. The amount of time is as follows:
 - First violation: Eight hours of community/school service.
 - Second violation: Sixteen hours of community/school service.
 - Third and subsequent violation: Twenty-four hours of community/school service.
7. Penalties listed above will have nine additional weeks / 40 hours beyond the original period of ineligibility/service time in the event that a student lies about his or her alleged violation of these rules and is subsequently found to be guilty of the violation by the student's own admission, by written report from an adult observer or by information provided by law enforcement agencies.
8. The above rules will be in effect the whole year, including summer and vacations. The penalty begins at the time the school officially is notified of the violation, and not necessarily when the violation took place.
9. Penalties shall be accumulative during grades seven through 12.
10. Student that are in violation of the Board Policy pertaining to Alcohol, Tobacco and Drugs will lose
11. their open-lunch privilege until their community/school service is complete.

C. Notification:

1. The Principal shall receive in written form, from adult observers or law enforcement agencies, reports of violations. He shall document all violations of the above rules and respect the confidentiality of the reporter(s). He shall maintain a file for the documentation and give the Activities Director a copy of each document at the time it becomes official.
2. The Principal shall inform the student and his or her parents of the violation, the penalty and the date the penalty ends. Local authorities may also be notified of violations of these policies.
3. The Activities Director shall inform all coaches, directors, teachers, and advisors of the penalty and the length of time involved.

D. General:

It is the desire of the school district to provide students with a chemical-free environment in which to learn and to provide a caring program of intervention and rehabilitation for any students or staff member with a chemical abuse problem. Guidelines for such intervention and rehabilitation are on file in the Principal's office.

A student will be considered exempt from penalties if he or she becomes involved in a situation in violation of this policy and leaves immediately upon becoming aware that chemicals for student use are on the premises and does not drink, smoke, or use drugs. If students remain at this event, they will be subject to the same penalties, by association, as those students who consume. Exception to the rule: students may be in places of business where it is legal for adults to consume and use tobacco and alcohol, such as restaurants or bowling alleys, provided the students themselves do not use or consume such substances.

BULLY PROHIBITION POLICY

THE DEFINITION OF BULLYING:

- a. Bullying is intimidating, threatening, abusive or hurtful conduct
- b. It is objectively offensive and
- c. The conduct involves an imbalance of power and is repeated or
- d. The conduct materially and substantially interferes with a student's education or ability to participate in school activities.

The broad spectrum of bullying also includes Cyber Bullying, which is bullying through the internet and other technologies (text messaging, online postings, digital messages, etc.) to harm others in a deliberate, repeated and hostile manner.

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment.

2025-2026 DISTRICT POLICY SUMMARIES CONTINUED...

The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. The primary contact person for bullying incidences within our school is the principal. The school and principal will make sure that students and staff are comfortable reporting bullying and that no retaliation will take place. Once the principal is notified of bullying occurrence he/she will have three days to complete the investigation of the report. The principal will also notify parents in a timely manner if he/she feels it is necessary. The school will also train all employees. Employees of the district will be required to make reasonable efforts to address bullying when they see it, hear it, or are notified of it.

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

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

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

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to Principal. A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

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

DIRECTORY INFORMATION

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information, the student's name, address and telephone listing. It also includes the name, address and email of the student's parent(s). Directory information does not include personally identifiable data which references religion, race, color, social position or nationality.

Directory information is public information unless parent or eligible student requests in writing that any or all information should not be disclosed without written permission except as provided in the Disclosure of Education Records section of this policy.

The parent or eligible student's written notice shall be directed to the superintendent by October 1st of each year and shall include the following:

1. Name of the student and or parent as appropriate
2. Home address
3. School presently attended by student

2025-2026 DISTRICT POLICY SUMMARIES CONTINUED...

4. Specific categories of directory information to not be made public without the parent's or eligible student's prior written consent, which shall only be applicable of that school year.

The District considers names and birthdates of students, eligible for special education, as directory information and will share the information with DHS (Minnesota Dept. of Human Services) to determine which students are currently enrolled in a Minnesota Health Care Program. If a parent/guardian does not wish for directory information to be shared, you may opt out by contacting the Principal's office.

DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS

The School District will release the names, addresses and home telephone numbers of secondary students to military recruiting officers within sixty days after the date of request unless a parent or eligible student has refused in writing to release this data to military recruiters by October 1st of each year. The request must include the following information.

1. Name of the student and or parent as appropriate
2. Home address
3. Students grade level
4. School presently attended by student
5. Parents legal relationship to student if applicable
6. Specific categories of directory information which are not to be released to military recruiters
7. Specific category or categories of information which are not to be released to the public, including military recruiters.

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

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

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

For further information, please visit the District Office to reference District Policy 505

eLEARNING

eLearning days: At the Henning Public School flexible learning days are intended to provide continued learning when school is interrupted due to inclement weather. While eLearning cannot replace the in-person instruction that occurs at school it can negate the need for makeup days at the end of our current school year, helping prevent our families from altering the plans that they may already have in place once.

When will eLearning days be used: eLearning days will be used AFTER three (3) forgiven emergency closure days (Ex. snow days)

*Parents/guardians please note: If your child is sick and unable to complete eLearning Day activities you must still contact the school office to report your child as absent just as you would if we were in session.

Notification of an eLearning day: The district will communicate that we will have an eLearning day in the same way that we post alerts of other school closures. Methods used to notify parents and staff include our instant alert system, messages on radio and TV stations, and notification on our social media pages. The district will give as much advance notice as possible; students will be asked to take home their materials if the weather forecast indicates the possibility of a school closure that could lead to an eLearning day.

The eLearning daily schedule: We will run on a two-hour late start schedule on an eLearning day with an extended lunch break. The two-hour late schedule allows families and staff to prepare for the day and make any alternate arrangements for the day that may be necessary due to the inclement weather. The longer lunch allows for the additional time it may take for older students to prepare lunch and help with their younger siblings or take on any additional responsibilities that may be required of students and staff at home on an inclement weather day. Due to the inclement weather there will be no extracurricular activities on eLearning

2025-2026 DISTRICT POLICY SUMMARIES CONTINUED...

weather days. Extracurricular activities will not be allowed to meet in any official or unofficial capacity on weather related E-learning days (transportation will not be provided for OTC activities even if one of the other OTC schools is in school). The building is open to staff only.

Teacher availability: Teachers will be available to their students during the following times:

- 10:00 am. to 12:00 pm
- 1:00 pm to 3:30 pm

Teachers will be available to their students during the above times by email, phone, and/or Google meet. Please note: Students that would like to request a phone call from their teacher or a virtual meeting using Google meet need to first contact their teacher via email to make the request. The teacher will then reach out to them.

Attendance: If your child is sick and unable to complete eLearning Day activities you must still contact the school office to report your child as absent just as you would if we were in session.

- PK-5 students: Return your choice board with a parent signature within 2 days of our eLearning day.
- 6-12 students: Your teacher will communicate their attendance procedure with you.

Homework and Grading: All students will have up to two days to turn in their eLearning work. Grading of the eLearning activities will be determined by the classroom teacher.

Student and Teacher responsibilities:

- **Grades PK-5:** Teachers will create a choice board that students will use. Choice boards will contain meaningful and purposeful learning activities that can be done in the home setting. Students will be given a choice of five different activities to do in each of their learning areas. Instructions will be provided on the choice board by each teacher for each of the activities. Students and parents are encouraged to reach out to their teacher if they have questions. Teachers will re-issue and repost choice boards when updated.
 - Choice boards will be sent home with students in their backpack if there is a possibility of a school closure the next day. A link to the choice board will also be posted on each teacher's webpage on our website and on our eLearning page.
 - Teachers will communicate in advance the expectations for their choice boards.
- **Grades 6-12:** Teachers may elect to use a choice board or Google classroom. They will communicate their preference with their students in advance of an eLearning day. Students that need to use Google classroom will be reminded to take their Chromebooks home. Students and parents are encouraged to reach out to their teacher if they have questions. Teachers will re-issue and repost choice boards/assignments when updated. Most classes will be operated in an asynchronous model where the students retrieve their assignment from Google Classroom and complete the work on their own. Some teachers may choose to operate class in a synchronous model - having students attend class through the Google Meets option. If this expectation is communicated with students, the following schedule would be utilized to coordinate class times:
 - 1st Period - 10:00-10:20
 - 2nd Period - 10:30-10:50
 - 3rd Period - 11:00-11:20
 - 4th Period - 11:30-11:50
 - 5th Period - 1:00-1:20
 - 6th Period - 1:30-1:50
 - 7th Period - 2:00-2:20
 - 8th Period - 2:30-2:50

HARASSMENT AND VIOLENCE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial, sexual or disability harassment, violence and discrimination. It is the policy of the District to prohibit all forms of discrimination, harassment or violence. All persons are to be treated with respect and dignity.

Discrimination, harassment, or violence based on religion, race, sex, gender identity, disability or any other protected classification set forth in the District's Equal Employment Opportunity Policy or Equal Educational Opportunity Policy by any pupil, or District personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

2025-2026 DISTRICT POLICY SUMMARIES CONTINUED...

Upon receipt of the investigation report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

HAZING PROHIBITION

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.

No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, permit, direct, condone, encourage, tolerate, aid or engage in hazing.

This policy applies to behavior that occurs on or off school property and during and after school hours. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to the Principal or Superintendent.

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.

Upon completion of the investigation, the school district will take appropriate action. This action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

MALICIOUS AND SADISTIC CONDUCT

Malicious and sadistic conduct refers to behavior that is intentionally harmful, cruel, and driven by a desire to inflict pain, suffering, or humiliation on others. This type of conduct is often associated with a lack of empathy and a strong inclination toward causing harm for personal pleasure or satisfaction.

Malicious conduct involves deliberately intending to harm someone, either physically or emotionally, without any valid reason or justification. It may include actions such as spreading false rumors, intentionally causing accidents, sabotaging someone's property or relationships, or engaging in cyberbullying or online harassment.

Sadistic conduct goes beyond mere malice and involves taking pleasure or deriving satisfaction from causing pain and suffering to others. People who exhibit sadistic behavior may enjoy witnessing the distress they cause, and they may actively seek out opportunities to harm others.

Here are some examples of malicious and sadistic conduct:

1. Physical Abuse: Deliberate physical harm, such as hitting, punching, kicking, or using weapons to cause injury.
2. Emotional Manipulation: Intentionally manipulating someone's emotions to cause distress, anxiety, or fear for personal satisfaction or control.
3. Harassment: Repeatedly targeting and tormenting others through insults, threats, or spreading rumors with the intent to humiliate or degrade them.
4. Torture: Inflicting severe pain, suffering, or humiliation on others for the purpose of control, punishment, or enjoyment.
5. Cyberbullying: Using digital platforms to harass, threaten, or embarrass others, often anonymously, causing emotional distress and harm.
6. Sadistic Sexual Behavior: Engaging in non-consensual acts of violence or causing pain during sexual encounters without the partner's consent.
- 7.

STUDENT GENDER NONDISCRIMINATION

Students are protected from discrimination on the basis of gender pursuant to Title IX of the Education Amendments of 1972 and Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunities for all students and to prohibit discrimination on the basis of gender.

2025-2026 DISTRICT POLICY SUMMARIES CONTINUED...

Any student who believes he or she has been the victim of unlawful gender discrimination by a teacher, administrator or other school district personnel or any person with knowledge or belief of conduct which may constitute unlawful gender discrimination toward a student should report the alleged acts immediately to an appropriate school district official (Principal or Superintendent) who will investigate the grievance. The school district encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful gender discrimination toward a student directly to a School District Administrator.

Upon conclusion of the investigation and receipt of a report the school district will take appropriate action. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

2025-2026 EXTRA-CURRICULAR ACTIVITIES & FEES

An important part of school life for high school students extends beyond the classroom to opportunities in co-curricular activities. These activities promote social relationships with other students and special interests for lifelong enjoyment. Listed below are opportunities available for students.

Activity fees will be collected for participation in all activities unless otherwise stated.

- | | |
|---|--|
| <ul style="list-style-type: none"> Archery Band (no fee) Baseball (OTC) Basketball Business Professionals of America (BPA) Choir (no fee) Cross Country (OTC) Dance Team (Wadena) Football (OTC) Future Farmers of America (FFA) Fishing League Golf (OTC) Hockey (Wadena) | <ul style="list-style-type: none"> Knowledge Bowl Managers/Statisticians (no fee) Math League Musical (non-choir members) National Honor Society NHS (no fee) Softball (OTC) Student Council (no fee) Swimming (Perham) Track (OTC) Trap Shooting Volleyball Wresting (OTC) Yearbook (no fee) |
|---|--|

Activity Fees:

Junior High \$40.00 – first activity
 (Grades 7-8) \$40.00 – Second Activity
 \$80.00 – Maximum per individual

Senior High \$55.00 – first activity
 (Grades 9-12) \$55.00 – second activity
 \$110.00 – Maximum per individual
 \$145.00 – Family Maximum

All activity fees **MUST** be paid in the office by the first practice or organizational meeting. A receipt will be provided to you as proof of student eligibility.

All paid student activity participants will receive a season pass with a paid activities fee.

Event Fees

Season Passes	
Single Adult	\$50
Family Pass	\$85
Season Passes <u>MUST</u> be presented at all events	

Event Passes	
Henning Student	Free
Visiting Student	\$3
Adult	\$5
Senior Citizen (62 and older)	Free

HENNING FITNESS CENTER

All students in grades 7-12 have access to the Henning Fitness Center during the supervised scheduled hours. Students are not permitted in the fitness center during community swipe card hours without the supervision of their parent(s) as a paid member.

School Songs

HENNING SCHOOL SONG

**We're gonna fight tonight for Henning.
Show them you can play.
We're gonna win tonight for Henning.
Give a cheer, hooray, rah, rah, rah.
Play boys (girls) play for Henning.
Boost us to the sky.
We're gonna win this game tonight, boys
(girls).
Cheer for Henning High.**

OTC SCHOOL SONG

**Cheer, Cheer for black, white and red,
OTC Bulldogs surging ahead.
Of our Bulldogs we are proud,
Cheer for the Dawgs and shout it loud.
Whether the odds be great or small,
OTC Dawgs will conquer them all.
Otter Tail Central hats off to thee,
We're destined for victory.**

Words by: Gail Guse

2025-2026 STUDENT HANDBOOK

Statement is to be signed by the student and student's parent/guardian.

*This form needs to be returned to the Principal's Office (for each child) **or** a family (parent and students) are required to complete the Electronic Signature Verification Form of the 2025-2026 Henning School Student Handbook, which includes the Technology: Chromebook Checkout Procedures (page 15) and the Acceptable Use of Technology Policy (Page 28).

I have read, understood, and acknowledge receiving the Student/Parent Handbook for the 2025-2026 school year, which contains the policies and procedures for operation of the Henning School as it pertains to students. I understand that each district employee has a copy of the Handbook.

I further understand that a student of Henning School must adhere to all rules and regulations set forth in the Student/Parent Handbook.

Student Signature

Grade Level

Date

Parent/Guardian Signature

Date

Independent School District #545 does not discriminate on the basis of race, color, national origin, sex or disability.

HELPING EACH CHILD SUCCEED

2025-2026 SCHOL CALENDAR

Henning SCHOOL DISTRICT #545 2025-2026 SCHOOL CALENDAR (Approved 5/20/2025)																																	
July, 2025							July - 0/0							January - 19/20							January, 2026												
S	M	T	W	T	F	S	Summer Hours: Closed on Friday during summer	1-2	NO SCHOOL - Christmas Break	S	M	T	W	T	F	S	4	🌞	6	7	8	9	10	11	12	13	14	15	🏠	17			
6	7	8	9	10	11	12	4	Independence Day	5	School Resumes	16	End of 2nd Quarter - 44 days	18	🌧️	20	21	22	23	24	25	26	27	28	29	30	31							
13	14	15	16	17	18	19			19	NO SCHOOL - Staff Workshop																							
20	21	22	23	24	25	26																											
27	28	29	30	31																													
																				</													