

St. Michael-Albertville High School 2016-2017

School Board

Douglas Birk Chair
Gayle Weber Vice Chair
Carol Steffens Clerk
Drew Scherber Treasurer
Jeffery Lindquist Director
Jennifer Peyerl Director

5800 Jamison Ave NE
St. Michael, MN 55376
Phone: 763-497-2192
Fax: 763-497-6590
www.stma.k12.mn.us

Dr. Ann Marie Foucault Superintendent
Robert Driver Principal
Jolene Herfel Assistant Principal
Steven Scherber Assistant Principal
Brian Benson Activities Director
Kinsey Essler School Counselor
Angela Narducci School Counselor
Meghan Pettis School Counselor
Valerie Williams School Counselor

Property of: _____

Home Room Teacher: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • (765) 471-8883
<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

TABLE OF CONTENTS

Mission and Goals	3	Attendance Philosophy & Procedures	12
Vision	3	Parent/Guardian Responsibilities.....	12
STMA Strategic Plan	3	Student Responsibilities.....	12
Character Count's Pillars	3	Procedure for Excusing an Absence.....	12
General Student Information	3	Excused Absences.....	12
After School Hours.....	3	Unexcused Absences	13
Access to Technology	3	Truancy.....	13
Assemblies.....	4	Make-Up Work	13
Change in Student Status.....	4	Advanced Make-Up Work.....	14
Dances.....	4	Permit to Leave Early.....	14
"Dress for Success" Standard.....	4	Tardiness (1-10 Minutes)	14
Appropriate Attire	4	Wright Technical Center (WTC)	14
Drivers' Training.....	5	Expected Student Behavior	14
Driving/ Parking.....	5	Student Conduct and Student Discipline	14
Electronic Devices	5	Alcohol/Drugs.....	15
Texting/Video-Recording/Photographing	5	Assault.....	15
Emergency Drills.....	5	Cheating.....	15
Fees.....	6	Plagiarism	15
Student Identification Tags.....	6	Conduct in the Halls.....	16
Law for 18-Year Old Students.....	6	Fighting.....	16
Lockers	6	Hazing.....	16
Lost and Found.....	6	Language.....	16
Lunch Periods.....	6	Tobacco.....	16
Passes.....	7	Weapons.....	16
Pictures.....	7	School Consequences	17
Beverages.....	7	Detention.....	17
School Closing.....	7	Planning Room	17
Snap Time (Student Need Activity Period-M, T, Th).....	7	Saturday School.....	17
Visitors	7	Dismissal.....	17
Academics	8	Removal From Class	17
Graduation Requirements.....	8	Suspension	17
Commencement Participation Requirements	8	Alternative Placement.....	17
Grading	8	Student Activities	17
Grading Policy.....	8	Policy on School Day Attendance.....	17
Incomplete Grades.....	8	Scholastic Eligibility Requirements	18
Honor Roll	8	Activity Fees for 2016-2017	18
Honor Student.....	8	Activities Offered.....	18
Academic Lettering	8	Fee Payment Procedure	19
Student Registration/Schedule Changes.....	9	District 885 School Policies	19
Test Dates.....	9	Harassment (See Policy 413)	19
Student Services	10	Reporting Procedures.....	20
Guidance Office Services	10	Tobacco-Free Environment.....	20
Section 504 Students.....	10	School District 885 Policy	21
Health Services.....	10	Internet Use Policy.....	21
Library/Media Center	11	Acceptable Internet Use Policy.....	21
		Publication of Student Images	22
		Release of Directory Information	23
		Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches.....	23
		Complaints - Students, Employees, Parents and Other Persons.....	24

ST. MICHAEL-ALBERTVILLE PUBLIC SCHOOLS MISSION AND GOALS

The mission of District 885 is to provide a safe educational environment where students are encouraged to develop lifelong learning skills, which nurture positive attitudes and self-worth.

This will be accomplished when all graduates function as:

- **Self-directed Learners** who set goals and who develop and manage a process for achieving these goals.
- **Purposeful Thinkers** who think critically and creatively and who use inquiry and problem solving skills.
- **Effective Communicators** who read, write, and speak English fluently, who work well independently and in groups, and who use the tools of technology to access, process, and communicate information.
- **Responsible Citizens** who show respect for themselves and others.

VISION

Independent School District 885 will, by 2016, consistently achieve academic rankings in the top 15% of all Minnesota public school districts. By increasing academic achievement for all students while maintaining sound fiscal practices, the School District will continue to be the pride and center of the community.

STMA STRATEGIC PLAN

To achieve its Mission and attain its Vision, District 885 will:

- Personalize instruction to maximize learning growth and proficiency achievement for all students by increasing the use of multiple measures of educational data and identifying each student's needs.
- Continue to improve communications and accountability among teachers, students and families.
- Prioritize expenditures to efficiently allocate resources to programs and instruction essential to improving student achievement.
- Increase reciprocal community partnerships by utilizing the knowledge and experiences of community members, exposing students to real world experiences, and strengthening the connection between school and community.
- Hire, retain and develop high-performing staff capable of delivering outstanding education.

CHARACTER COUNT'S PILLARS

This district-wide initiative provides a framework for creating a positive learning community.

Trustworthiness combines four principles: *integrity, honesty, promise keeping, and loyalty.*

Respect means *treating all others with dignity and honor.*

Responsibility is *being accountable for choices, showing self-control, having good work habits, and following through with commitments.*

Fairness means *that our school will be a place of equality and justice.*

Caring means *concern for others, kindness, generosity, forgiveness, and tolerance.*

Citizenship means *the duties, rights, conduct and responsibilities of all members of a group.*

GENERAL STUDENT INFORMATION

AFTER SCHOOL HOURS

Students in the building after 4:00 PM must be in an area that is under the direct supervision of a teacher or coach. Access to the three story wing will be restricted after 4:00 PM.

ACCESS TO TECHNOLOGY

For students who need access to computers outside of the instructional day, the following times are available: 7:30 a.m.-8:20 a.m., Lunch-Time, SNAP, and Tuesday's & Thursdays, 3:30-4:30.

ASSEMBLIES

Assemblies and pep fests will be held in the gymnasium unless announced otherwise. Students will be seated by grade and must remain with their grade for the duration of the assembly. Students are expected to behave appropriately. Students not wishing to attend optional programs may report to designated areas.

CHANGE IN STUDENT STATUS

Any changes in address, phone number, or name should be edited by the parent on SchoolView, or contact the Principal's Administrative Assistant as soon as they occur. Students moving from the district should obtain a withdrawal sheet from the guidance office; all school property must be returned or students will be subject to fines.

DANCES

Students must be in 9th grade or above to attend. Students from other schools may not attend dances unless they attend with an STMA student. STMA students must obtain guest passes from the office. Students may be asked to leave if they are dancing inappropriately.

"DRESS FOR SUCCESS" STANDARD

Students at STMA High School are expected to dress in a manner supportive of a positive learning environment that is free of distractions and disruptions. Symbolic expressions of intolerance including, but not limited to the Confederate flag, swastika, or gang representations are not allowed. The appearance of a student is primarily the responsibility of the individual and parent/guardian. Below is a general guideline for student dress at STMA. However, in all cases, the school administration reserves the right to determine whether clothing violates the "Dress for Success" standard.

APPROPRIATE ATTIRE

Students are prohibited from wearing during school or school-sponsored events any attire which advertises alcohol, drugs or items which are illegal when used by minors. In addition, any attire such as jewelry, scarves, bandanas, symbols, or "colors" that signify or could be interpreted as signifying membership in gangs, as well as clothes with prints or graphics that are sexually explicit or demeaning to any group are not permitted. Chains or paraphernalia that may be used as a weapon are also prohibited. Lastly, for health and safety reasons, students may not wear coats or jackets during school hours.

- The hem of a skirt/dress must not be shorter than the wearer's extended fingertips.
- Pants and shorts must be secured above the hips.
- No hats or headgear are allowed during school hours (8:30-3:20). Exceptions for medical, disability, religious, or other reasons must be approved by STMA administration.
- Face paint is not to be worn during the school day.
- School wear is acceptable as long as it does not jeopardize anyone's health or safety, does not disrupt the teaching/learning process and is not immodest in any respect.
 - a. Cleavage and torso must not be exposed.
 - b. Inappropriate shorts will be addressed by staff.
- Backpacks, purses, and knapsacks must be kept in student lockers during the school day (8:30-3:20).

When a student violates the "Dress for Success" code the student will be required to remove or correct the item(s) and additional consequences may be imposed at the discretion of the school administration.

Inappropriately dressed students will:

- Be requested by staff to put on some other clothing from their lockers or go to the office to arrange for appropriate clothing.
- An administrator or staff person may provide students with a clothing option in the main office or the student may contact a parent to bring appropriate clothing.
- Students refusing to cooperate will be sent home and given an unexcused absence for the day.
- Repeated inappropriate dress may result in suspension from school.

Please refer to School District 885 Policy #504 Student Dress and Appearance for more information.

DRIVERS' TRAINING

All eligible students are offered classroom drivers' training at various times. Once they have completed the classroom course, students are eligible to take behind-the-wheel training. Please contact Community Education at 763-497-6550 for current classroom and behind-the-wheel fees.

DRIVING/ PARKING

Student drivers are expected to drive responsibly and safely. The Wright County Sheriff will be notified of persistent reckless driving habits, and driving privileges may be revoked.

Parking for students during the school day requires a parking permit. Students must purchase permits from the office staff. Parking permits must be visibly displayed in student vehicles. **Parking permit fees are \$100.00 per year or \$35.00 per trimester.** *Students must only park in the designated student parking areas. White lines designate student parking areas. Students not following school parking expectations will be subject to consequences at the discretion of administration.*

For more information on parking and driving, please refer to School District 885 Policy #527 Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches located on page 23 of this handbook.

ELECTRONIC DEVICES

Students are not permitted to use personal electronic devices in the classroom and media center during the school day, except as permitted by the teacher and/or students participating in a Project Phoenix classroom (see below). The teacher may permit use of personal electronic devices by students for taking notes, recording in a calendar, using as a calculator, researching information, searching references such as a dictionary or thesaurus and photographing information for homework. **The teacher shall direct when devices are allowed,** and written guidelines, devised by the school staff development team, will be posted in the classroom and will be reviewed with all students. Teachers will encourage students with personal electronic devices to share information with students who do not have access to the devices in the classroom, as applicable. Teachers shall not design use of personal electronic devices into lesson plans or establish a "bring your own device" practice, except as approved by the School Board. **Personal electronic devices are not required as part of the current curriculum and instruction. Students are expected to use the district Wi-Fi at all times during school hours.** The principal shall annually review this policy with the teachers and the school board.

At no time are students to record pictures or videos of students or adults without consent. The use of a personal electronic device or any device capable of taking photographs and videos is not allowed in restrooms, locker rooms or dressing rooms. These devices include, but are not limited to, cell phones, cameras, PDA devices, and other such technology.

If a student inappropriately uses a personal electronic device during the school day, it will be confiscated and returned to the student at the end of the day. Repeated violation of this policy will result in parent notification and/or disciplinary action up to and including suspension. If an electronic device is being used in a way that may potentially be breaking a school policy, administration may look at the pictures, messages or other content (see District Policy 502).

Bring Your Own Device (BYOD) Project Phoenix

Many teachers throughout the high school are participating in our Bring Your Own Device program, Project Phoenix. Within these classrooms, students have the option to bring their own internet connected device for educational use as directed by their teacher. Students participating in Project Phoenix are expected to abide by our electronic device policy.

TEXTING/VIDEO-RECORDING/PHOTOGRAPHING

Displaying or creating inappropriate messages or images during school hours may result in a suspension from school.

EMERGENCY DRILLS

Fire, tornado, and lockdown drills will be held periodically. Emergency procedures signs will be posted in each room. It is each student's responsibility to know the exiting and emergency procedures for all of his/her classes.

FEES

Fees are charged to students for items such as industrial technology, family and consumer science, or art projects that are to be taken home, drivers' education, optional field trips, admission to school events, and most school activities. All charges will be in accordance with the Minnesota Public School Fee Law, MA 120.71 120.76. Any student or family financially concerned with the payment of these fees should notify a building administrator.

STUDENT IDENTIFICATION TAGS

The school will provide staff and student picture identification tags. Students are encouraged to keep their ID tag with them at all time during school hours. Student ID tags will be required to check out books and provide identification in the hallways. This policy is in effect for the entire school year and will be enforced. Lost name tags must be replaced for a \$2.00 charge.

LAW FOR 18-YEAR OLD STUDENTS

The Minnesota State MSA 120.06 reads as follows: The board of education of any school district shall provide free educational services to any person between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age. This mandates that all students, **regardless of age**, must adhere to the policies of the school. For example: STMA High School requires that students 18 years of age or older must provide parental verification for absences. It also means that no student, regardless of age, may use or possess tobacco products on school property.

LOCKERS

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. Anything illegal will be turned over to law enforcement. Lockers should not be written on, damaged, or used to house obscene or illegal items. Students are expected to use their assigned lockers for the duration of the school year. The school will not be held responsible for missing property and will **not** investigate missing items stolen from a "rigged" locker.

Note: Do not keep money or valuable property in lockers and do not share locker combinations with others. If lockers are not functioning properly, report to the office staff or a custodian. Students are asked to clean their lockers regularly; please do not allow food or beverage containers to accumulate in lockers. Use plastic containers with sealable caps for beverages. Glass containers are not to be used in school.

LOST AND FOUND

Lost and found items can be claimed in the main office with proper identification.

LUNCH PERIODS

Information regarding the school lunch program, current lunch prices, and menus may be found by visiting the school district website at www.stma.k12mn.us and link onto *Food Service*. There will be lunch money drop-boxes located in the hallways and cafeteria.

- **STUDENT'S FULL NAME** and personal I.D. number should be on the check or on a sealed envelope and must be deposited by 10:00 A.M., to be recorded for that day.
- An on-line lunch payment is available on the STMA website.
- Lunch money drop-boxes are located in the hallways and cafeteria.
- Depositing of money in the cafeteria during lunch is discouraged.
- Students are reminded of low account balances at \$5.00 or less.
- There is a NO CHARGING allowed (policy 730).
- A courtesy meal (sandwich and milk) will be offered if there is a \$0.00 balance in a student's lunch account.
- Students must present their student I.D. If a student does not have their I.D. card they must be at the end of the serving line.

Students are asked to cooperate with the following lunchroom guidelines:

1. No running.
2. Avoid crowding or pushing.
3. Be courteous to cooks, custodians, and staff.
4. Students who purchase a reimbursable lunch are **not permitted** to give food to students who have not purchased one.
5. You are not allowed to bring food in from an outside vendor for a group of students and eat it in the cafeteria.
6. Leave eating area clean by returning trays and silverware; dispose of trash properly.
7. Following lunch, students must remain in the cafeteria.
8. No food or snacks are to be eaten outside of the lunchroom during lunch periods.

PASSES

Students must carry their assignment handbook and use the hallway passport section when going to various destinations (guidance, nurse, locker, office, and restroom) during class. Students failing to report to areas designated or being excessively late may be considered truant and are subject to disciplinary action. No passes will be given during SNAP or after 3:00. Lost or damaged handbooks must be replaced. The replacement fee is \$5.00.

PICTURES

All students must have their picture taken for student ID cards and a photo directory for school use. Hats, sunglasses, etc. are not permitted for school photos. Picture packages are available to purchase.

BEVERAGES

In school, students are permitted to consume pop/juice with the following limitations:

- Beverages kept in lockers should be in a **sealable plastic container**.
- The pop privilege is dependent upon responsible student use.
- **No pop or food is allowed in the classroom.**

SCHOOL CLOSING

Official announcements concerning changes in the school day due to inclement weather will be aired over WCCOAM (830) and major local television stations. Parents are encouraged to visit the school district web-site and subscribe to "School Alert," a service that will e-mail notifications of school closings, late starts, and early dismissals.

SNAP TIME (STUDENT NEED ACTIVITY PERIOD-M, T, TH)

SNAP is a period intended for students to address areas of curricular needs during the school day. All students are required to be under the direct supervision of a teacher. SNAP may be used for completing homework, make-up work, conferencing with teachers, media use, or music practice. Students should only go to their Homeroom advisor's room or to one of their current teachers' rooms. **This time may be restricted for individual students if abused or if academic attention is needed.** This time may also be used periodically for students to meet with their Homeroom advisors. Students will have the same SNAP advisor all four years; advisors will help students track their academic progress and assist in class scheduling.

VISITORS

Persons other than STMA students, staff, or members of the school board should obtain and wear a visible "**Visitor Pass**" sticker from the high school office. We ask that all visitors follow these procedures to ensure the safety of our students. **Students are not to bring other student guests during the school day.**

- **Full-time P.S.E.O students must sign in the front office and may have access to the media center, attend scheduled appointments, but must obtain administrative permission to attend lunch or other in-school events.**

ACADEMICS

GRADUATION REQUIREMENTS

1. Completion of 55 credits

8- English, 8- Social, 6- Math, 6- Science, 2- Fine Arts, 2- Health, 2- Physical Education, 21- Electives from any department

2. Meet College and Career Readiness Standards.

3. Completion of four hours of community service each year in grades 9-12, 16 total hours.

COMMENCEMENT PARTICIPATION REQUIREMENTS

Students enrolled at STMA or other approved programs in District 885 need to have earned 55 credits by the end of the third trimester to be eligible to participate in the commencement ceremony.

Participation in the commencement ceremony is a privilege, not a right. Students must be in good standing upon completion of the school year.

GRADING

Final grades are earned at the end of each trimester. Incomplete grades must be completed within ten school days after the last day of the term. No credit will be received for any course work not completed within the designated time.

Midterm reports may be picked up at conferences. Check school calendar for specific dates.

GRADING POLICY

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

INCOMPLETE GRADES

Incomplete assignments must be completed within ten school days of the conclusion of the trimester, unless individual circumstances occur. If an incomplete is granted, the teacher will set a specific date and communicate this with the student. If the incomplete work is not completed within this time, the "I" will be changed to the grade earned.

HONOR ROLL

Students are named to the "Honor Roll" on a trimester basis.

A Honor Roll **3.67 or greater**

B Honor Roll **3.0-3.66**

HONOR STUDENT

The criteria for determining honor student status is that a student must achieve a cumulative grade point average (G.P.A) of an "A-" or better which is equivalent to 3.67 or better on a 4.0 scale. To be recognized as an honor student at the commencement ceremony, students must have earned a 3.67 G.P.A. by the completion of trimester two of their senior year.

ACADEMIC LETTERING

Students, in all grades, are eligible to achieve a STMA Letter if their cumulative G.P.A. meets a certain standard. The standard has been set and adjusted based on the student's academic year in high school (see below). Grades will be calculated at the end of the second trimester. Letters will be awarded at the Academic Awards Ceremony.

Freshmen 3.90; Sophomores 3.85; Juniors 3.80; Seniors 3.75.

STUDENT REGISTRATION/SCHEDULE CHANGES

Registration will normally be conducted in early February for the next school year. Students are asked to consult parents, counselors, homeroom advisors and/or teachers in order to make appropriate and responsible choices about their education.

The high school master schedule and staffing is determined by the registration process. For this reason, requests for schedule changes after registration become difficult to accommodate.

Any requests for a schedule change must be submitted to the guidance department prior to the start of a trimester. Requests will be reviewed by the guidance department and administration. Scheduling of students in required courses will be of highest priority.

The administration reserves the right to make changes in schedules when it is determined to be in the best interest of the overall school program. Course availability is subject to minimum course enrollment.

POST SECONDARY ENROLLMENT OPTIONS (PSEO)

Eligible juniors (top 33%) and seniors (top 50%) at STMA High School may enroll in a Minnesota post-secondary college on a full or part-time basis. The intent of the program is to promote rigorous educational pursuits and provide a wider variety of options for students while they earn college credit. Interested students should attend a PSEO informational meeting that will be held in mid-February. **Full-time P.S.E.O students must sign in the front office and may have access to the media center, attend scheduled appointments, but must obtain administrative permission to attend lunch or other in-school events. It is the PSEO student's responsibility to stay informed of all necessary obligations related to their current grade level, such as; ordering cap & gown, turning in senior picture, attending class meeting, etc.**

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled each trimester. First trimester conferences are **October 13th and 17th**. Second trimester conferences are **January 19th** and third trimester conferences are **April 24th**. Parents/guardians who wish to contact teachers to discuss any concerns may leave voice mail messages at 763-497-2192 or email teachers through the school website.

TEST DATES

MCA's and College and Career Readiness test dates were not identified by the Department of Education by the time this handbook went to print. These dates will be communicated to families in the early part of the school year.

As part of the testing services for 2016-2017 the following standardized tests will be given on the following dates:

Nov. 2nd:	PRE- ACT Test-Grade 10
Oct. 19th:	PSAT (Preliminary SAT) Grade 11 (Optional)
May 1st:	AP Psychology
May 2nd:	AP Spanish & AP Physics I
May 3rd:	AP English Literature
May 5th:	AP Studio Arts & AP US History
May 8th:	AP Physics C & AP Music Theory
May 9th:	AP Calculus AB & BC
May 11th:	AP Statistics & AP World History
May 12th:	AP Micro Economics

For additional information regarding testing and/or test dates, please go to our district website: www.stma.k12.mn.us and reference the curriculum department.

STUDENT SERVICES

GUIDANCE OFFICE SERVICES

The school counselors provide assistance to our students in the following areas: academics, social/emotional, and career/post-high school planning. This assistance is provided through individual and small group counseling as well as classroom guidance activities.

Students are assigned to a specific counselor alphabetically based on their last name:

A-Fi	Angela Narducci	763-497-6518
Fl-K	Meghan Pettis	763-497-6533
L-Ri	Valerie Williams	763-497-6514
Ro-Z	Kinsey Essler	763-497-6517

Students are encouraged to schedule appointments with appropriate counselor as needed. The guidance office administrative assistant can be reached at 763-497-6525.

SECTION 504 STUDENTS

Section 504 allows qualified general education students to receive accommodations in the classroom and school. A qualified student has a diagnosed physical or mental impairment that substantially limits a major life activity. If there is a reason to believe that, because of a qualifying disability, a student needs reasonable accommodations or services; the school district must evaluate the student and develop and implement an accommodation plan for the delivery of any needed services. Although they may originate from other sources, the school typically receives referrals from school personnel and parents. For additional information about Section 504 including whether a student may qualify, contact your assigned school counselor.

HEALTH SERVICES

A Health Assistant is at the high school during regular school hours to take care of student illnesses, injuries, and to administer medications. Each year, parents must complete the Health Information form that is sent home. Return the form to the Health Office as soon as possible. Parents should contact the health office of any new medical concerns or medications, so the health record can be updated.

Students who become ill during the school day should have the health assistant or nurse contact parent or emergency contacts. Students should not call parent/guardian from the classroom when they are ill. Students are not allowed to drive other students home (unless there are extraordinary circumstances); this is the parent's responsibility. Students reporting to the health office **must first obtain a pass from their teacher.** If students come to the health office during passing time, they must obtain a pass from their next hour teacher. During lunch, only students who are ill or take medication may come to the health office. Teesha Lindenfelser, Licensed School Nurse, provides services to the high school and is available for consultation with parents; please call 497-2192 ext. 8521.

An Emergency Care Plan will be developed for students with known health concerns that could lead to an emergency. Students, who suffer any injury while in school or at any school-sponsored activity should report the injury to the health assistant, nurse, the main office, supervising teacher, or coach immediately.

For illnesses, please review the **"Is Your Child Well Enough to Go to School?"** and the **"Childhood Communicable Illnesses"** documents available on the District 885 website.

Medications

Parents/guardians must provide medications (prescription and over-the-counter) for their children. Prescription medications must be in containers with the pharmacy label, and over-the-counter medications must be in the original container. Prescription medications must be kept in the health office and are not to be carried or self-administered by students, unless documented otherwise in the student's health record. Students may carry and self-administer inhalers and/or Epi-pens if permission is provided by the student's physician and parent/guardian. Medications brought in unlabeled bottles, baggies, etc. or without proper authorization will not be given. The health office will not administer dietary supplements, herb products, or any other products not regulated by the U.S. Food and Drug Administration.

Our Medication Policy complies with Minnesota Statute 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students. Students in grades 9-12 may possess and use nonprescription pain relief in a manner that is consistent with the labeling **if the health office receives a written authorization from the student's parent or guardian permitting the student to self-administer the medication.** A Medication Authorization form is available in the Health Office and can be downloaded from the school district web site by clicking on "District Information" and then "Health Forms" on the left side bar. The parent or guardian must submit written authorization for the student to self-administer the medication **each school year.**

The Licensed School Nurse may revoke a student's privilege to possess and use nonprescription pain relievers if it is determined that the student is abusing the privilege. **Students may not possess any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.** These medications must be kept in the Health Office.

Parents/guardians should deliver behavior medications (e.g. Ritalin, Dexedrine, Adderall, Concerta, etc.), antidepressants (e.g. Prozac, Wellbutrin, Elavil, etc.) and controlled substances (Codeine, Tylenol #3, Vicodin, etc.) to school themselves. If this is not possible, parents should place the medication in the pharmacy-labeled bottle, place the bottle in a sealed envelope and call the Health Assistant (ext. 8050) the morning the medication is sent, to inform her that the student is bringing his/her medication that day and how many pills are in the bottle. Administration of medication during school hours shall be by the Health Assistant, School Nurse, or other designated school personnel in a manner consistent with instructions on the label and authorization form. Any student observed by school personnel self-administering prescription medication (unless documented otherwise in the student's health record), or over-the-counter medication in dosages or frequency greater than recommended by the manufacturer, or not from an original container, shall be referred to the school nurse and the parent will be notified.

Anaphylaxis Treatment

Minnesota statute 121A.2207 permits school districts to possess epinephrine auto-injectors (EpiPens) for a student or other individual experiencing anaphylaxis regardless of whether the student or individual has a prescription for an EpiPen. Therefore, the school nurse or health paraprofessional will administer stock epinephrine to a student/individual if in good faith it is determined that person is experiencing a life-threatening reaction; and then 911 will be called for an ambulance and the student's parent will be contacted. The emergency epinephrine will be kept in the school health office and accessible during school hours. It will **not** be sent on school-based field trips or available before or after the instructional day. This anaphylaxis protocol is not intended to replace student specific orders or parent/guardian provided medications for students with known allergies; therefore parents of children with a prescription for an EpiPen must still provide an EpiPen (or preferably 2) to the school. If you do not want your child to receive epinephrine if he/she is experiencing a life- child threatening allergic reaction, please send a letter to the school health office.

Medications for Extracurricular Activities

Medications that are used in connection with athletics, extracurricular activities, summer school, and activities that occur before or after the regular school day are not governed by our Medication Policy (516). It is the parent's responsibility to contact the coach or supervising teacher if their child has a medical concern (asthma, Diabetes, severe allergy, etc.) and/or needs medication.

Elevator Usage

Students with disabilities or injuries that require the use of the elevator must contact the health office to obtain an elevator pass.

LIBRARY/MEDIA CENTER

The mission of the St. Michael-Albertville School District Media program is to promote and develop life-long skills in responsible use of information and technology, the research process, reading and media literacy. Students are welcome in the media center at any time between 7:30 a.m. and 3:30 p.m. All Students must sign in at the circulation desk. Students should never hesitate to ask questions and ask for help. The media center staff is available to help students find the information they need. Please remember the following guidelines for Media Center usage:

1. Students are encouraged to search the STMA High School library catalog.
2. All materials must be checked out. Books and magazines may be checked out for two weeks. Students also are encouraged to return materials as soon as they are finished using them.
3. User names and passwords to access STMA High School subscription databases are available in the Media Center, as well as posted in the computer labs.
4. Book bags, backpacks, knapsacks, purses, and similar items should be stored in lockers before entering the Media Center.
5. Students should keep the Media Center clean. No food or drinks. Plain water is allowed.
6. Students are expected to follow all district and school policies when using school computers.
7. The Media Center offers copying and color printing at no charge for materials required for class.
8. The Media Center is available for everyone to use and enjoy. Please be respectful of others by trying to maintain a study/academic atmosphere.
9. Personal devices may be used in a respectful manner as long as the study/academic atmosphere is maintained.

ATTENDANCE PHILOSOPHY & PROCEDURES

(School District 885 Policy #503 Student Attendance)

Educators at STMA High School recognize the importance of attendance and punctuality at school. Key reasons for regular and punctual attendance are:

Educational Benefits - Regular attendance helps students stay current in academic skills, personal management skills, and teamwork skills.

Safety of Students - When students attend school, both parents/guardians and District officials are aware of where they are during school hours.

Success that Builds Self-Esteem - Students must be in attendance at school in order to experience success and to build self-esteem. *Further, each student's presence enhances the success of the entire class.*

Employability - Punctuality and attendance are listed among the five most important skills for employment by employers. Developing these skills is critical whether students plan to work during the school year, immediately after graduation, or after college.

Education is much more than written assignments or homework. Education encompasses the instruction, discussion, interaction, and project work which occur in the classroom. Most of the learning that takes place in a classroom cannot be replicated or sent home as homework. When a child is not in school, learning opportunities are lost. **Therefore, all students are expected to be in attendance on all days school is in session.**

PARENT/GUARDIAN RESPONSIBILITIES

Send their child to school.

Monitor their child's attendance and progress in school.

Inform the school when their child may need to miss school for an acceptable reason.

STUDENT RESPONSIBILITIES

Attend school, every day, every class, and be on time.

Complete required school work and ask for assistance when needed.

Poor attendance is a major contributor to student failure. We ask you to help us reinforce the value of regular attendance. At the high school level, it becomes very difficult for students to fully make up classroom activities they miss.

Planning family vacations during school breaks and scheduling appointments after 3:20 p.m. would significantly decrease our absentee rate. Your cooperation, whenever possible, is appreciated.

PROCEDURE FOR EXCUSING AN ABSENCE

If a student is absent from school, parents are requested to call the absence in prior to 8:30 a.m. (497-2192) and follow instructions on voice mail. If an absence is not reported by phone, students are required to return to school with a note. This procedure is necessary to keep school attendance records timely and accurate. Absences not verified within three school days will be recorded as unexcused. Students who have been absent from school will not be admitted to class without a "pink admit slip."

Falsified notes and phone calls: If a student falsifies a note or a phone call to excuse an absence, they may receive a 1-3 day suspension.

FOR ATTENDANCE PURPOSES, THREE TYPES OF ABSENCES WILL BE USED:

EXCUSED ABSENCES

The following is a list of absences, which would, under most conditions if absences were not excessive, be considered "excused":

1. Illness of the student. Physician verification may be requested if excessive.
2. Serious illness or death of family member.
3. Medical or dental visits which cannot be scheduled outside of the school day. Parents are requested to take students for only the time required and have them return to school.
4. Court appearances.
5. Family trips. Please attempt to schedule family trips that coincide with the school calendar and notify the school as early as possible.

6. School-related absences (weather and field trips).
7. College visitations. **There is a LIMIT of two trips for JUNIORS and SENIORS only.** Forms must be picked up from a counselor **five days in advance** of the visit. Please schedule visits before the last month of school.

Parental request places no obligation on the school to excuse students from school. Maintaining good attendance in school is best fostered when parents support the school and require their children to attend regularly.

UNEXCUSED ABSENCES

Absences will (under most conditions) be considered unexcused when they result from situations not mentioned in the excused absences or when prior approval has not been obtained from the principal. Some examples include:

1. Babysitting
2. Missed bus/**oversleeping**
3. Unauthorized tournament attendance
4. Mechanical problems experienced by those who drive to school
5. Work

*Unexcused absence consequences may include, but are not limited to, detention, parental conference, school dismissal and suspension.

TRUANCY

(Defined as after 9:00 a.m., and is therefore, considered an unexcused absence.)

A student is truant whenever he/she misses any part of the school day without approval. You will be considered truant, including but not limited to, if you:

1. Do not attend school without knowledge of parents.
2. Leave school anytime during the day without authorization.
3. Are absent from class without permission or do not attend class while in school.
4. Stay in a restroom or other area without authorization.
5. **Do not report to detention when assigned.**
6. Falsify or forge an absence note.

*Failure to verify absences

Notes or phone calls are required to substantiate absences, tardies, early dismissals, etc. Notes are preferred for absences and early dismissals. ***The school is not obligated to accept the validity of the note.***

*Consequences for truancy will be as follows:

First Truancy The student will be required to meet with the principal and a student referral of truancy will be sent home. Detention may be assigned.

Second Truancy The principal/dean will contact the parent/guardian and a parent conference with the student may be required. Detention may be assigned.

Third Truancy The student may be **suspended out of school** for one to three days. A parent re-admission conference will be required. An early intervention referral may be filed with Wright County.

Fourth Truancy The student may be suspended out of school for five days. A parent readmission conference will be required to discuss the student's future educational goals/placement. Loss of credit may result.

Seventh Truancy - A truancy offense report may be filed with Wright County.

Students who are truant are NOT permitted to make up work.

MAKE-UP WORK

Make-up work is the student's responsibility. Students with unanticipated excused absences must arrange make-up with their teachers. A student has the number of days absent plus one to complete any make-up work. **Make-up work/tests will not be allowed for unexcused absences.**

ADVANCED MAKE-UP WORK

Students who are absent because of activities, vacations, and other scheduled or prearranged activities must notify the office with an advanced notification **before** their absence or the absence may be considered unexcused/truant. Advance notification forms are available in the office. Homework must be completed in advance of an absence or other arrangements must be made with your teachers. *Examples: College Fairs, state tournaments, family vacations, etc.*

PERMIT TO LEAVE EARLY

Students are not permitted to leave school during the school day without a "permit to leave" slip. Students with permits to leave early **must report to the main office to sign out when leaving school and sign in when returning to school.** Students who need to be excused from school before the end of the day, whether or not they will be returning to school, should bring a note to the office **before** homeroom. The student will receive a "Permit to Leave Early" slip that he/she will need to have signed by the teacher whose class they are leaving. Students need to sign out of the building and sign in upon their return.

TARDINESS (1-10 MINUTES)

Students who arrive after 8:35 and miss homeroom must pick up a "Tardy Slip" from the office before being admitted to first period. The individual classroom teachers will handle tardiness after homeroom/first period.

A student who has four or more unexcused tardies per trimester will be required to make this time up. A referral will be written upon the fourth tardy. Tardy tallies **do** start over at the beginning of each trimester.

Reminders: Notes for any circumstances causing a student to be late for school are required upon arrival to school or brought into the office before homeroom of the next day.

Students must obtain any/all slips from the office and take their morning medications prior to the warning bell. Any student still in the office(s) after the 8:30 bell may be considered tardy!

WRIGHT TECHNICAL CENTER (WTC)

On those days that STMA is in session, but WTC is not, WTC students will be allowed to arrive at school for the start of period two. On-the-Job students should follow the WTC schedule for that day. All students attending the morning WTC classes are required to ride the bus to and from the WTC.

EXPECTED STUDENT BEHAVIOR

Students who do not comply with the rules and regulations as set by District 885 will face appropriate consequences for their behavior. These consequences may range from a simple reminder to expulsion or exclusion. Naturally, the severity of the consequence will depend upon the degree and frequency of the student's inappropriate behavior.

STUDENT CONDUCT AND STUDENT DISCIPLINE

(School District 885 Policy #506 Student Discipline)

Good discipline is extremely important to the school program. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, students cannot realize their greatest opportunities for growth. The students of District 885 shall be expected to conduct themselves so that the rights and privileges of others are not violated. Students shall respect constituted authority, abide by school rules, regulations, and all provisions of the law.

The School Board of Independent School District #885 hereby decrees that all rules and regulations governing students as stated in student handbooks, state high school league publications, and other posted notices shall apply to all students.

The principal may suspend or recommend expulsion of a student who violates one or more of the following specific standards of conduct while on school grounds, during a school-sponsored activity, or during a school-related activity.

1. Causes or attempts to cause damage to school property, stealing or attempts to steal school property of value.
2. Causes or attempts to cause damage to private property, stealing or attempts to steal private property.
3. Causes or attempts to cause physical injury to others.
4. Possesses, uses, or transmits any firearms, knives, explosives or other dangerous objects. **(See School Weapons Policy #501.)**

5. Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
6. Continues to be dishonest or persistently defiant of proper authority.
7. Exhibits behavior that is detrimental to the welfare, safety, or morals of other pupils.
8. Exhibits behavior and/or actions that could be considered detrimental to the welfare or safety of any district employee.

ALCOHOL/DRUGS

The possession or use of drugs, paraphernalia, or alcohol by minors, is a serious violation of state laws and punishable by fines and/or imprisonment. Violators will be reported to the proper authorities. Students who consume, sell, give away, or have possession of drugs, paraphernalia or alcohol, or under the influence of, on school property or at school-sponsored activities, will be suspended from school for a minimum of five days. All illegal substances and related items will be confiscated. Before the student can be readmitted to school, a conference consisting of parents, student, and the principal will be arranged to determine the best course of action for the student and the school.

If exclusion or expulsion is recommended, it will follow state law. In addition, principals may send a student home with their parents when the principal suspects (via smell, action, or appearance) that a student has used drugs/alcohol. Our goal is to act in a manner that is in the best interest of the student.

Chemical use policy copies are available in the high school office and in the district office.

(Refer to policy # 417)

ASSAULT

1. A threat of bodily harm or death to another person without material physical contact. The student will be suspended from school for up to ten (10) days.
2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the receding section of this policy dealing with "weapons."
3. Students who engage in fighting will be suspended from school for up to ten days. These are students who could have removed themselves from the conflict.
4. Direct attack with a weapon (see above).
5. Direct attack on another person: The student will be suspended from school for up to ten (10) days.
6. The Student Resource Officer may be involved in assault cases.

CHEATING

Students who have been determined to have plagiarized or cheated on either their daily work or tests will be given a zero for the work involved. Classroom teachers directly involved with the violation will notify the parent/guardian of the violation as soon as possible. Teachers will also report the situation to an administrator.

PLAGIARISM

Plagiarism is the intentional or unintentional use of another person's words or ideas without giving proper credit to that person. When students complete writing assignments, it is important that they be aware of plagiarism issues. Plagiarism includes all of the following:

- Turning in a paper that the student didn't actually write (often downloaded from the internet)
- Using smaller bits of information from the internet (cutting and pasting) without giving credit.
- Copying another student's paper
- Writing a paper that uses other outside sources without giving credit to those sources

If the student is deemed guilty of plagiarism, the student may not receive credit for the assignment. Depending on the scope of the assignment, this may put the student in danger of failing the course. It is the student's responsibility to be aware of plagiarism issues.

STMA has a policy of using the website turnitin.com to check for student originality. Students may be expected to submit their work to this site for credit.

CONDUCT IN THE HALLS

FOR THE SAFETY OF EVERYONE, PLEASE OBSERVE THE FOLLOWING RULES IN THE HALLWAYS:

1. WALK – Running is dangerous.
2. NEVER – Push or shove anyone. “Horsing and/or goofing” around can cause injury to students. This behavior will not be tolerated.
3. Physical Affection will not be tolerated as it is inappropriate in a school setting.

FIGHTING

Fighting is defined as verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated. Students fighting will be dismissed from classes and suspended from school.

HAZING

School District 885 strictly prohibits the practice of hazing. **For more information refer to School District 885 Policy #526 Hazing Prohibition.**

LANGUAGE

No disrespectful or foul language will be tolerated in the school, on school property, or at any school function.

TOBACCO

STMA Schools are Tobacco Free. **Please refer to School District 885 Policy #419 Tobacco-Free Environment located within this handbook.**

WEAPONS

(ISD# 885 Board Policy #501 Student Weapons)

Possession of a weapon will result in:

1. **An initial suspension for up to ten (10) days**
2. **Confiscation of the weapon**
3. **Contact with the police department**
4. **A recommendation to the Superintendent that the student be expelled**

“Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property, such as in a vehicle or a bag, at a school activity, on a school bus or a school-sponsored trip, at/near a school bus stop during bus loading and departure, on any property leased by a school, whether the school is public or private.

“Weapon” means any firearm, loaded or unloaded, any device or instrument designed as a weapon which is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons include, but are not limited to: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives (including pocket knives), clubs, metal knuckles, num chucks, throwing stars, explosives, stun guns and any type of ammunition.

NOTE TO STUDENTS

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation and considered a felony. You may not possess a dangerous weapon at any time on school property. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

Firearms being transported in accordance with Minnesota law are the exception. If you have any questions about an exception, you **MUST** talk to the principal. A principal can authorize an exception in writing.

Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

SCHOOL CONSEQUENCES

(Please refer to ISD # 885 Policy #506 Student Discipline)

DETENTION

Detention is used as a consequence for a variety of school infractions and will most often be assigned by the principal, although teachers may also assign detention. Notice will be given at least one day in advance so any necessary transportation arrangements can be made. Students will report to the room and bring schoolwork. Anyone reporting late or without schoolwork may be sent home, not given any credit for his/her time, and/or given additional detention.

Students may be excused from detention in emergency or unavoidable situations such as doctor appointments. Parents or students are asked to contact the principal **prior** to the time of detention if situations arise making attendance impossible. Generally since detentions are prearranged, there are no excuses (jobs, athletics, etc.) for missing detention. **Student attendance for detention is required; skipping detention is considered truancy.**

PLANNING ROOM

The Planning Room is a consequence to address inappropriate student behavior when detention and/or other consequences have been deemed ineffective.

SATURDAY SCHOOL

Saturday School is another consequence to address inappropriate student behavior when other consequences have not caused a positive change in student behavior. Arrangements for Saturday School attendance are made among the student, parent and administrator.

DISMISSAL

Dismissal is defined as being **required to leave the school premises** for the remainder of the school day. This is not a suspension, but may lead to that. Students who have been dismissed may be required to bring parents with them before being readmitted. Students who have been dismissed will not be permitted to participate in any after-school activities on the day of dismissal.

REMOVAL FROM CLASS

Disruptive/non-cooperative students may be removed from class for one to three days at a time. Students who display continued disruptive behavior will be suspended from school for one to five days. A parental conference may be required to evaluate the student's future educational goals/placement. **Staff must contact office personnel, write a referral, and call a parent/guardian when class removal occurs.**

SUSPENSION

"Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. The suspension process will follow all the provisions of the "Pupil Fair Dismissal Act of 1974," which is under Minnesota Statutes, Chapter 572. Copies may be obtained upon request from the building principal and will be sent home with all suspension notices.

ALTERNATIVE PLACEMENT

The school administration has the authority to determine educational placement/programs for students. A student's schedule can be changed due to scheduling difficulties or class overloading. Students who continually disrupt or fail to make reasonable academic progress may be assigned to an ALC or the STMA Area Learning Program. Normally, this placement change would occur only after numerous interventions addressing concerns have failed.

STUDENT ACTIVITIES

POLICY ON SCHOOL DAY ATTENDANCE

A student **must be in school by 10:00 a.m. to practice, play, or perform that day.** Extenuating circumstances must be approved by an administrator. Students who leave early must have a medical note confirmed by a doctor, or their absence must be approved by a building administrator, in order to practice, play, or perform that day.

All students who participate in an activity will be given a copy of the District 885 Eligibility/Chemical Use Policy for MSHSL Activities by their advisor/coach.

SCHOLASTIC ELIGIBILITY REQUIREMENTS

Academic success and progress must be the highest priority for students to qualify for the privilege of participating in extra-curricular activities. A student will be academically eligible to participate in extra-curricular activities when they meet the following criteria.

1. A student must be making satisfactory progress towards an on-time graduation.
2. A student can fail no more than one (1) class in any trimester to maintain continuing eligibility provided that the student is making satisfactory progress towards graduation. If a student fails more than one (1) class in a trimester, he/she will be academically ineligible in the next activity season following the trimester. A student must pass all classes in the new trimester to recover his/her academic eligibility. Until a student completes a trimester successfully with no failed classes, he/she will remain academically ineligible to participate in extra –curricular activities at the high school.
3. Students with IEP's that significantly modify the required standards and curriculum and/or the classes necessary for graduation must be making satisfactory progress toward the student's Individual Education Plan (IEP).
4. Any student requesting consideration of significant extenuating circumstances affecting his/her grades beyond the control of the student may submit a request to the principal within five (5) school days of being declared ineligible. The request must state the significant extenuating circumstances and substantiated facts.
5. A student and/or parent may file an appeal petition with the principal.

ACTIVITY FEES FOR 2016-2017

Please refer to the following website:

<http://www.stma.k12.mn.us/activities/high-school/activity-fees>

ACTIVITIES OFFERED

Academics

Business Professionals Association (BPA)	Year-Long
Math League	Year-Long
Mock Trial	Winter
Super Mileage	Year-Long

Athletics

Cheerleading	Fall
Cross Country (Boys' & Girls')	Fall
Football	Fall
Soccer (Boys' & Girls')	Fall
Swimming & Diving (Girls')	Fall
Tennis (Girls')	Fall
Volleyball	Fall
Basketball (Boys' & Girls')	Winter
Gymnastics	Winter
Hockey (Boys' & Girls')	Winter
Swimming & Diving (Boys')	Winter
Wrestling	Winter
Baseball	Spring
Lacrosse (Boys' & Girls')	Spring
Golf (Boys' & Girls')	Spring
Softball	Spring
Tennis (Boys')	Spring
Track & Field (Boys' & Girls')	Spring

Fine Arts

Debate/Student Congress	Fall
Fall Musical	Fall
Instrumental Music	Year-Long
Marching Band	Spring/Summer
One-Act Play	Winter
Speech	Winter
Vocal Music	Year-Long

Clubs

Bowling	Fall
Trapshooting	Spring

ADMISSION PRICES:

- All athletic events: Adults \$6.00 and Students \$4.00.
- All high school concerts are \$3.00
- Fall Musical is \$8.00 for adults; \$6.00 for students/senior citizens.
- Adult Yearly Pass is \$50.00 and Student Yearly Pass is \$30.00
- Twenty Admission Punch Card is \$60.00

FEE PAYMENT PROCEDURE

1. High school fees should be paid using the online FeePay process. This program allows you to make school-related payments online via e-check or credit card at your convenience all from our school's Website. Click on the FeePay link on the left of the website for more information
2. Financial Hardship: If a student is on free lunch no fee is charged; if the student is on reduced lunch they pay 25% of the fee. The parent notification letter for free or reduced meals must be shown upon request.
3. Fees must be paid before you are able to practice or participate.
4. Middle School students competing on high school teams must pay high school fees.
5. Refunds will only be issued prior to the first contest conducted in the activity.

DISTRICT 885 SCHOOL POLICIES

HARASSMENT (SEE POLICY 413)

It is the policy of Independent School District 885 to maintain a learning and working environment free from harassment and violence. District 885 prohibits any form of harassment and violence.

District 885 will act to investigate all complaints, formal or informal, verbal or written, of harassment or violence, and to discipline any student or employee who harasses or is violent to a student or employee of District 885.

Teasing

Teasing is a word with many meanings. Teasing comes in two major forms, *playful* and *hurtful*.

- Playful-Friendly, reciprocal, teasing between peers.
- Hurtful- Hurtful teasing is upsetting, unkind, cruel wounding or insensitive from the victim's point-of-view, regardless of the intention of the teaser. Students may be teased based on appearance, weight, behavior, abilities, and clothing.

An action is considered teasing when:

- Is unwelcomed from the victim's point of view
- Is verbal
- Is a singular incident, and
- The motivation is not intended to exert power or control over the victim

Bullying (See Policy 514)

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

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

Intimidating, threatening, abusive, or harming conduct may involve, but is not limited to, conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property; under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in state statute. However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or state statute.

REPORTING PROCEDURES

A student must report any harassment or violent behavior. A report, either verbal or written, should be given to school administration. All complaints will be investigated, and a written report will be given to the District's Human Rights Officer. District 885 will take such action it deems necessary and appropriate, including warning, detention, or suspension, to end the harassment and prevent its recurrence.

For more information, please refer to District 885 Board Policy #413 Harassment and Violence.

SCHOOL DISTRICT 885 POLICY #419 TOBACCO-FREE ENVIRONMENT

Purpose

The purpose of this policy is to maintain a tobacco-free learning and working environment.

General Statement of Policy

- A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district or person to use tobacco or tobacco-related products or devices in a public school. This prohibition extends to all facilities, whether owned, rented or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. It shall be a violation of this policy for any elementary school, middle school or secondary school student to possess any type of tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

Tobacco and Tobacco Related Devices Defined

- A. "Tobacco" means cigarettes, cigars, cheroots, stogies, perique; granulated, plug, cut, crimp cut, ready rubbed, and other smoking tobacco; snuff, snuff flour, Cavendish, plug and twist tobacco; fine cut and other chewing tobacco; shorts, refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, prepared to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
- B. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- C. This includes: Synthetic tobacco and electronic nicotine delivery systems.

Student Consequences

Any violation of this policy by students shall be referred to the appropriate administrator at the building level. Students in violation of this policy will experience the following disciplinary procedures:

1st Violation: 3-day suspension and parent/guardian conference;

2nd Violation: 3-day suspension, chemical assessment and parent/guardian conference;

3rd Violation: 5-day suspension and parent/guardian conference.

All tobacco violations will be reported to Wright County and processed through the Wright County Tobacco Ordinance.

SCHOOL DISTRICT 885 POLICY

Use of Canines for Searches

In an effort to help foster a safe and drug free school environment, Independent School District No. 885 may ask law enforcement to use a canine trained in detecting drugs or explosives to sniff the air surrounding lockers, school facilities, vehicles parked on school property, and items of personal property that are not on a student's person but are on school property. The District will not use a canine, or request that a canine be used, to sniff a student's person or in any other manner that violates the law.

If a trained canine indicates that a locker, vehicle, or item of personal property contains a prohibited item, the District will have reasonable grounds to search the locker, vehicle, or item, or to request that law enforcement conduct a search. In its discretion, the District may ask a student to cooperate with the search. If a student refuses a District employees request or directive to cooperate with a lawful search, the District may impose discipline for insubordination in accordance with the Pupil Fair Dismissal Act. The severity of the discipline will be at the discretion of the District and will depend on the circumstances of the case.

If a search is conducted and a prohibited item is found, school rules and applicable laws will be applied. In some cases, law enforcement may secure, impound, or seize a vehicle or other personal property that is found to contain an illegal item. All contraband will be seized.

SCHOOL DISTRICT 885 POLICY #524 INTERNET USE POLICY

Statement of Policy

It shall be the policy of the ISD #885 School Board that the Internet may be used by students and teachers in the St. Michael/Albertville School District for educational and research purposes only.

Responsibility of Selection

The Internet will be considered another instructional resource and subject to all provisions concerning the selection and use of resources. Students and staff are expected to use the Internet in an appropriate and responsible manner. Anyone not using the Internet in an appropriate and responsible manner will be disciplined according to school and/or district discipline policies and procedures. In addition, all users of the Internet must abide by local, state and federal statutes.

Each school will develop guidelines and procedures for student using the Internet in accordance with its instructional program. **Students will receive instruction concerning appropriate responsible internet use and etiquette before they use it. Students should know that e-mail and other student data files will not be considered private. These electronic mediums may be searched and read by school officials for inappropriate materials.**

ACCEPTABLE INTERNET USE POLICY

Purpose

The purpose of district-provided Internet access is to facilitate communication and information gathering, which supports research and education. The Internet, an information resource of thousands of computers and networks world-wide, will be subject to all provisions of the District Selection of Instructional and Library Materials Policy.

Student Access

In making decisions regarding student access to the Internet, the staff of the St. Michael/Albertville School District 885 will consider the district mission, goals, and curriculum outcomes and the Minnesota Graduation Standards. It is expected that the staff will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources will be structured in ways that point students to previewed sites. Although students will be able to move beyond those resources to others that have not been previewed by staff, students may be provided with guidelines and lists of resources particularly suitable to learning objectives.

Proper Utilization

The following document appears each time a student accesses the Internet at school. By using the Internet, students accept all District and school policies regarding proper use of school resources.

District 885 Student Agreement for Internet Use

As a student in the St. Michael/Albertville Schools, I can gain access to the Internet through the school's computer network.

Access to the Internet must be for educational purposes on a specific research topic. All students are given Internet access privileges. Inappropriate Internet use may result in loss of these privileges.

Prior to accessing the Internet students will need to receive training in both the use of the Internet and appropriate Internet etiquette. Students are expected to follow all District 885 and school policies when using the Internet.

Internet Rules

Inappropriate activities on the Internet include, but are not limited to the following:

- Sending or displaying offensive messages or pictures
- Using profanity and/or obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or software programs
- Violating copyright laws
- Trespassing in another person's folders, work or files
- Wasting limited resources
- Using the network for financial or commercial gain
- Using another student's password
- Accessing sites in which a warning is given stating someone must be at least 18 years old to enter.

I understand and will abide by District 885 terms and conditions for Internet use. In addition I will follow all school procedures and guidelines for Internet use. I also understand the importance of appropriate use to continue my Internet access privileges. I further understand that any violation of the Internet rules may result in school disciplinary or legal action and/or complete loss of Internet access. I accept the Internet rules and above conditions.

District Liability

St. Michael-Albertville School District 885 makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing.

The district will not be responsible for any damages users suffer, including, but not limited to loss of data resulting from delays or interruptions in service.

The district will not be responsible for the accuracy, nature, or quality of information gathered from the Internet, nor for the accuracy, nature, or quality of information stored on district diskettes, hard drives or servers.

The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access.

The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

PUBLICATION OF STUDENT IMAGES

Images of students taken in the **public arena** such as sporting events or fine arts public performances may be released on public media and may identify students by names, grade or in any other personally identifiable manner.

In addition, because of classroom or activity participation throughout the school year, pictures and videos of students may be used for displays, photo albums, community newspaper articles, school newsletters and calendars, news broadcast, movies, the yearbook, and etc. Student names, grade and other personally identifiable information may accompany the student images. These images may be posted on the Internet through the STMA website, online newspapers, Twitter and Facebook. Parents with concerns or questions about photographs and videos may contact the school office personnel and may request that their child not be included in media presentations. Request forms are available in the high school office.

RELEASE OF DIRECTORY INFORMATION

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent or eligible student. Contact the building principal for the procedure for obtaining nondisclosure of directory information if you do not want directory information released.

“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. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student’s parent(s).

SCHOOL DISTRICT 885 POLICY #527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

Purpose

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

General Statement of Policy

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student’s educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

Definitions of terms in this policy:

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes”, overdue books and other materials belonging to the school district, and stolen property.
- B. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Student Use of Motor Vehicles in School District Locations

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in other designated areas, e.g. parking lots designated for use only by staff or by the general public.

Patrols, Inspections and Searches

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students.

In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

Patrols and Inspections: School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of Interior of Student Motor Vehicle: The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures: It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.

Seizure of Contraband: If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

Dissemination of Policy: A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

Violations

A student found in violation of this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS AND OTHER PERSONS

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. While written reports are encouraged, a complaint may be made orally. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate. It is best to discuss concerns or complaints with the person most familiar with the incident and, if the concern or complaint is not satisfactorily addressed, to the principal or supervisor, superintendent and school board.

Federal law requires that school districts designate specific individuals and procedures for disability discrimination, sex discrimination, equal education and employment opportunity, homeless and harassment. Contact information is as follows:

Student Disability Discrimination - ADA/504 Coordinator – Superintendent Dr. Ann Marie Foucault, 763-497-3180, District Office in Middle School West, 11343-50th St. NE, Albertville, Minnesota

Homeless Compliance – District Homeless Coordinator - Superintendent Dr. Ann Marie Foucault, 763-497-3180, District Office in Middle School West, 11343-50th St. NE, Albertville, Minnesota

Student Sex Discrimination – Human Rights Officer – Director of Human Resources Jennifer Claseman, 763-497-3180, District Office in Middle School West, 11343-50th, St. NE, Albertville, Minnesota

Student Sex Nondiscrimination Program Compliance – Title IX Officer – Activities Director Brian Benson, 763-497-2192, High School, 5800 Jamison Ave, NE, St. Michael, Minnesota

Student or Staff Harassment – Human Rights Officer - Director of Human Resources Jennifer Claseman, 763-497-3180, District Office in Middle School West, 11343-50th, St. NE, Albertville, Minnesota

Equal Education Opportunity/Equal Employment Opportunity – Human Rights Officer - Director of Human Resources Jennifer Claseman, 763-497-3180, District Office in Middle School West, 11343-50th, St. NE, Albertville, Minnesota

CALENDAR YEARS

2016

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S				
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	10	11	12	13	14	15	16		7	8	9	10	11	12	13		13	14	15	16	17	18	19		10	11	12	13	14	15	16	17	18	19	20
	17	18	19	20	21	22	23		14	15	16	17	18	19	20		20	21	22	23	24	25	26		17	18	19	20	21	22	23				
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31							28	29																											
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30	31						30	31																											

2017

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S	
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30	31						29	30	31													31										

2018

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S	
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	14	15	16	17	18	19	20		21	18	19	20	21	22	23		24	18	19	20	21	22	23		24	15	16	17	18	19	20	21
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	20	21	22	23	24	25	26		17	18	19	20	21	22	23		15	16	17	18	19	20	21		19	20	21	22	23	24	25	
	27	28	29	30	31	24	25		26	27	28	29	30	22	23		24	25	26	27	28	26	27		28	29	30	31				
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