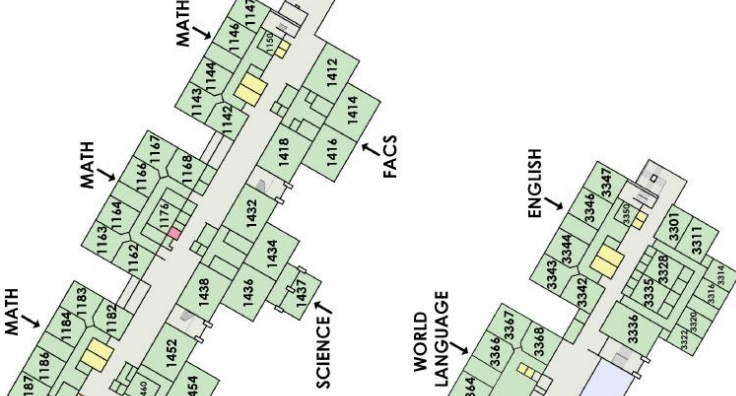
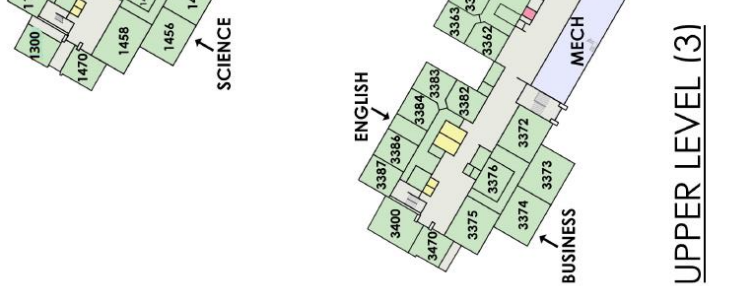


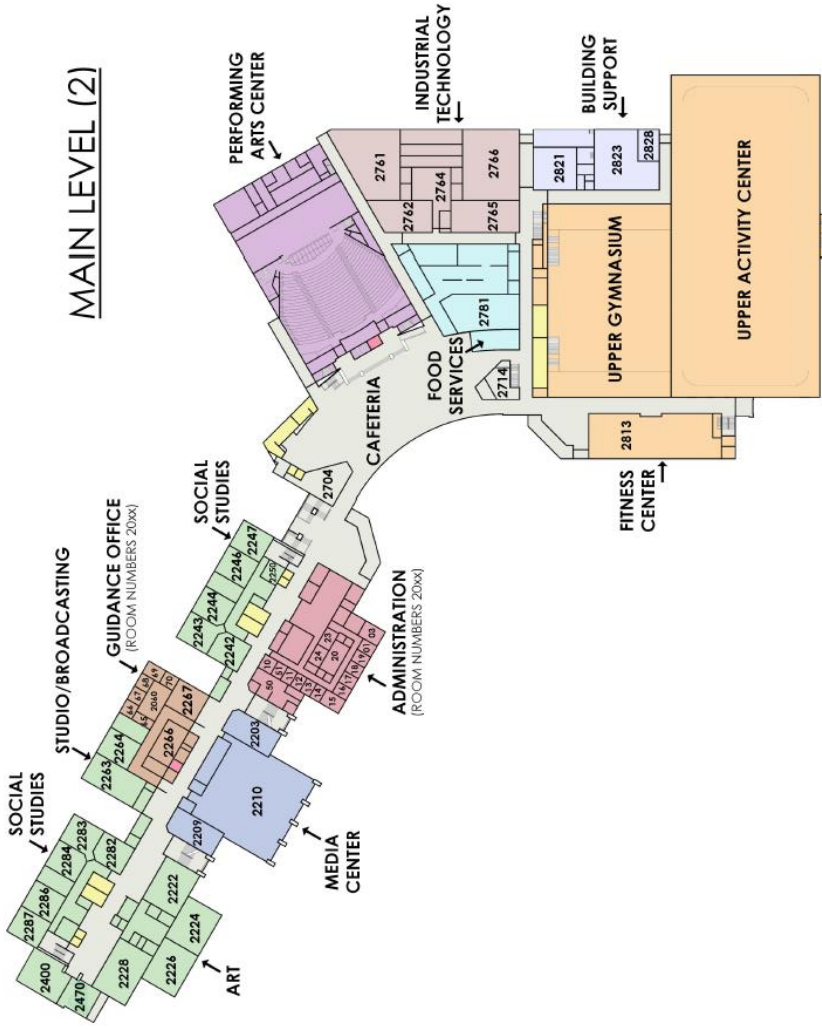
# LOWER LEVEL (1)



# UPPER LEVEL (3)



# MAIN LEVEL (2)



# St. Michael – Albertville High School 2022 – 2023

## School Board

Drew Scherber..... Chair  
Kari Dwinnell.....Vice Chair  
Carol Steffens..... Clerk  
Tim Lewis..... Treasurer  
Hollie Saville..... Director  
Larry Sorenson.....Director

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Dr. Ann Marie Foucault .... Superintendent  
John Reeves..... Principal  
Jamie Wiitala.....Assistant Principal  
Keith Cornell .....Activities Director  
Angela Narducci ..... School Counselor  
Meghan Pettis..... School Counselor  
Rachel Dayton.....School Counselor  
Kinsey Essler..... School Counselor

# ST. MICHAEL-ALBERTVILLE PUBLIC SCHOOLS

## MISSION AND GOALS

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

*This will be accomplished when all graduates function as:*

- Self-directed Individuals who set goals, think creatively and critically, use inquiry, and manage a process for achieving these goals.
- Effective Communicators who work well independently and in groups and who use available resources to access, process, and share information and ideas.
- Active, responsible, and respectful community members.

## VISION

Independent School District 885 will be the pride of our community, with continued top rankings in academics, arts, activities, athletics, and resource management

## STMA STRATEGIC PLAN

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

- ❖ Engage in continuous improvement of teaching and learning.
- ❖ Engage in continuous improvement of student support systems and programs.
- ❖ Cultivate family and community connections and increase advocacy in support of the District's Mission.
- ❖ Align people and organizational resources to sustain district success.

## CORE VALUES

**Students First:** *Committed to students first.*

**Excellence:** *Be our best in academics, arts, activities, and athletics.*

**Relationships:** *Foster strong relationships and collaborate with our students, staff, families, and community.*

**Integrity:** *Do what we say we are going to do.*

**Transparent:** *Provide accurate, timely, and accessible information and communication regarding key district decisions.*

**Kindness:** *Honor the uniqueness of individuals, treating others as we expect to be treated.*

**Purposeful:** *Be forward thinking, fiscally responsible, resourceful, and make educated decisions.*

## 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. Students accessing the Activity Center and/or weight room must have a membership and check-in with Activity Center staff.

### 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 Resource Room.

## **ASSEMBLIES**

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 ParentVue, 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 and does not jeopardize anyone's health and safety. 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 that 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.

- 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.
- Students may not wear coats or jackets during school hours.
- Face paint is not to be worn during the school day.
- Chest, torso and buttocks must not be exposed.
- 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 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's Department 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 \$150.00 per year or \$55.00 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, including temporary vehicle immobilization by administration (i.e. "booting").*

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.

## CELLPHONE USE DURING INSTRUCTIONAL TIME

Students are required to follow school policy on use of cellphones during instructional time. Unless directed by a teacher, all cellphones should be stored in identified location in the classroom. Phones will remain in the identified location for the entire class period, including when the student is out of class with a pass.

## ELECTRONIC DEVICES

Personal Electronic Devices are defined as: Cellphone, Chromebook, Headphones and Smart-watch. 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. 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. **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. STMA High School is not responsible for lost or stolen cell phones and may not be able to provide staff time to investigate and recover lost or stolen items.

**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.

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).

## TEXTING/VIDEO-RECORDING/PHOTOGRAPHING

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without the express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events. Using social media

and/or electronic devices to display or create inappropriate messages or images that disrupt the school day 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**

The school will provide staff and student picture ID. Students are encouraged to keep their ID with them at all time during school hours. Student ID will be required to check out books. Lost student ID can 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" or unlocked 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 breakfast and lunch program, current prices, and menus may be found by visiting the school district website at [www.stma.k12.mn.us](http://www.stma.k12.mn.us) and link onto *Food and Nutrition*. Meal payments may be placed in locked deposit boxes which are 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 and breakfast money deposit boxes are located in the hallways and cafeteria.
- Students are reminded of low account balances at \$5.00 or less.
- Charging is discouraged (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 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. Students are not allowed to bring food in from an outside vendor for a group of students and eat it in the cafeteria.
6. No food delivery services are allowed (e.g. door dash, etc.) and they will be denied access to the building or students, regardless if payment has already been made.
7. Leave eating area clean by returning trays and silverware; dispose of trash properly.
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 AND FOOD**

In school, water is the only beverage allowed in classrooms. No food allowed in classrooms. Beverages kept in lockers should be in a **sealable plastic container**.

### **SCHOOL CLOSING**

Official announcements concerning changes in the school day due to inclement weather will be aired over major local television stations. Parents are encouraged to visit the school district website 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-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 academic intervention, 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.**

## Visitors and Visitor Registration System (VRS)

**Student safety is our priority. Guests are required to abide by district and school policies and expectations. School visits are a privilege, and guest privileges may be revoked by administration.**

Visitors are required to **state their names, their children’s name, and their purpose** before being admitted to the office. Upon entrance, guests who travel beyond the office are required to present a government-issued picture ID. Office staff scan the ID in the VRS. The VRS verifies identity, tracks check-in and check-out times, and prints visitor labels with photo IDs. The VRS also provides custom alerts and screens visitor information with a national and local database. **Visitors must park in the main lot.**

When parents drop off items, the office staff or students will deliver them or, if necessary, call students to the office.

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

## INCOMPLETE GRADES

Incomplete assignments must be completed within ten school days of the conclusion of the tri-

mester, 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.

## **WITHDRAWING FROM CLASSES**

Dropping an STMA class to take an online course without penalty must take place in the first 10 days of the trimester. Students who drop a class after 10 days will receive an F posted to their transcript.

## **ONLINE LEARNING**

**Students choosing to take supplemental online courses through STMA online or an outside provider must leave the STMA campus during their designated time.** STMA schedules cannot be arranged to accommodate online courses to a specific period. Students taking an online class through an outside provider are responsible for registration, seeking technical and academic support, and communication of progress and final grades.

Students choosing full-time STMA online will NOT be allowed in the building during school hours, unless attending an approved school event (e.g. pepfest). **Any student coming to an event, must check-in with the attendance office. Student participating in after school events or activities will not be able to enter the building until 3:20pm and must park in approved student parking areas.**

For more information regarding STMA Online please visit:

[www.stma.k12.mn.us/site/default.aspx?DomainID=4668](http://www.stma.k12.mn.us/site/default.aspx?DomainID=4668)

## **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. Grades will be calculated at the end of the second trimester. Letters will be awarded at the Academic Awards Ceremony.

Freshman: 3.85

Sophomore: 3.85

Junior: 3.8

Senior: 3.8

## **STUDENT REGISTRATION/SCHEDULE CHANGES**

Registration will normally begin in January 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. Please visit the Guidance Office to get a copy of the "Schedule Request Form".

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 and attend scheduled appointments, but they 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. According to MN state statute, students must inform their high school of PSEO plans by May 30<sup>th</sup> each year.**

## 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, the following standardized tests will be given on the following dates:

Oct. 12	PSAT (Preliminary SAT) Grade 11 (Optional) PRE- ACT Test-Grade 10
Apr 25	ACT, Accuplacer or ASVAB Test Grade 11 (Optional) MCA Reading & Science (Grade 10)

Advanced Placement (AP) testing dates are determined by The CollegeBoard and were not released by the time this handbook went to print. Typically, AP tests are administered during the first two weeks of May. Please consult with your teacher or school counselor for testing dates, sign-up, and other information regarding AP testing or visit [ap.collegeboard.org](http://ap.collegeboard.org).

STMA High School typically administers the following AP exams: Biology, Calculus AB, Calculus BC, English Literature, Government & Politics, Macroeconomics, Microeconomics, Music Theory, Physics 1, Physics C, Psychology, Spanish Language, Statistics, Studio Arts, US History, and World History

For additional information regarding testing and/or test dates, please go to our district website: [www.stma.k12.mn.us](http://www.stma.k12.mn.us) and reference the curriculum department. More information on the parent/guardian guide and refusal for statewide testing can be found at the end of this section in this handbook.

# STUDENT SERVICES

## GUIDANCE OFFICE SERVICES

The school counselors assist 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-E	Angela Narducci	763-497-6518	Le-Rh	Rachel Dayton	763-497-6514
F-La	Meghan Pettis	763-497-6533	Ri-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 medication administration. Teesha Lindenfelser, Licensed School Nurse, provides services to the high school and is available for consultation with parents; please call (763)497-6521. A Health Information Form is sent home every year in August; please return it to the health office before school starts. Parents should contact the health office if a new medical concern arises during the year or new medications are prescribed. Students who become ill during the school day must go to the health office so the health assistant can speak with a parent/guardian. Students are not allowed to drive other students home (unless there are extraordinary circumstances); this is the parent's responsibility. A student reporting to the health office must first obtain a pass from the teacher or, if it is during passing time, from his/her next hour teacher.

An Emergency Care Plan will be developed for students with a known health concern 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 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 at [www.stma.k12.mn.us](http://www.stma.k12.mn.us).

### 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), 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-Alberville 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 to use the media center between 7:30 a.m. and 3:30 p.m. Hours may vary due to staff meetings or testing. The media center is also open as a Resource Room between 3:30 p.m. and 4:30 p.m. allowing time for students to study quietly or to make up tests and quizzes. 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 library's online catalog and use the informational databases linked from the "High School Student Resources" webpage. Remote access passcodes for the databases are available in the Media Center, as well as posted online in a Google doc. Students may access the Google doc after signing in to their school Google app account.
2. All materials must be checked out. Students also are encouraged to return materials as soon as they are finished using them. Lost or damaged items need to be paid for in the main

office.

3. Students should keep the Media Center clean. Plain water is allowed. No food, please.
4. Students are expected to follow all district and school policies when using school computers and devices.
5. The Media Center offers copying and color printing at no charge for materials required for class.
6. Personal devices may be used in a respectful manner as long as the study/academic atmosphere is maintained.
7. All chrome books should be signed out, returned to the correct cart and plugged in to re-charge.
8. For everyone's convenience, a lightning charging station is located in the Media Center. Students should not leave their device unattended while charging.
9. The Media Center is available for everyone to use and enjoy. Please be respectful of others by maintaining an academic atmosphere.

## **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 prior to 8:30 a.m. (763-497-2192) and follow instructions on voicemail. 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."

**Students at school who are not feeling well, must go to the nurse's office prior to calling a parent to be released. The nurse will confirm the illness and communicate with the parent.**

*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. 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 may range from detention, In-School Suspension, Out-of-School Suspension, and/or referral to Wright County for Truancy. Truancy may also result in loss of credit for classwork due during the unexcused absence.

## **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.

## **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.

### **INVESTIGATIONS**

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct.

### **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 & PLAGIARISM**

Students who have been determined to have plagiarized or cheated on either their daily work or tests may 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** 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 practice of using the website [www.turnitin.com](http://www.turnitin.com) or other similar websites to check for student originality. Students may be expected to submit their work to one of these sites 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.

### **TECHNOLOGY**

- I understand that proper use of the district's electronic resources, network, approved personal devices and Internet access is my responsibility as an individual user. The use of these resources is a privilege, not a right. I acknowledge that inappropriate behavior may lead to disciplinary action such as loss of internet/network privileges, payments for damages, suspension or discipline under other school or district policies.
- I understand that the primary use of the school district's computer systems and internet connection both on and off campus will be limited to work related or educational purposes. While using approved personal devices and systems within district schools, I will limit my usage to educational purposes. This includes the use of personal networks, such as mobile internet or hotspots while in the educational setting.
- I understand that the use of devices in the classroom is at the discretion of the classroom teacher. I will not use my device in the classroom setting unless directed by my teacher and for the specific use of educational purposes.
- I understand I should not share private, confidential or non-public information about myself or other persons. I agree not to reveal my password to any other person. I will not use others' passwords or knowingly post, transmit or distribute false or defamatory information about a person or organization. This includes the use of social networking systems for educational or work purposes.
- I understand I cannot access, upload, download or distribute violent, pornographic, obscene or sexually explicit material for any purpose. This also includes language or images that advocates violence, or discrimination towards other people, including prejudicial or discriminatory attacks that may constitute harassment, bullying or intimidation.
- I understand that all of my documents, files, or e-mails are property of the school district. When using the district's network/internet resources I can delete and access only those files that I have personally created or added. These electronic mediums may be searched and read for inappropriate materials just as school lockers can be searched.
- I understand I must follow copyright laws or usage licensing agreements. I cannot download or install any software onto the district's computer systems.
- I understand ISD 885 is not responsible for any damages users suffer as a result of their use of the District's electronic resources or work performed on district approved devices. These damages may include, but are not limited to loss, damage or unavailability of data stored on hard drives, web-based services or interruptions in network connectivity. Additionally, ISD 885 does not assume responsibility for the accuracy, nature, or quality of information gathered from the Internet or district electronic resources.

### **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)

### 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 will contact office personnel, write a referral, and call a parent/guardian when class removal occurs.**

### 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. 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.

### 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 will be required to bring parents with them before being readmitted.

## **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.

Any student that has been removed from school for a dismissal or suspension, will not be allowed on school property, including the ice arena, or attend/participate in school related activities until the student and a parent have met with an administrator for readmittance.

## **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 Knight’s Academy. 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 at or before 9:00 a.m. (established in district policy 510A) 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**

**Please refer to the Activities page on the STMA School District website for the most current fee information. ([www.stma.k12.mn.us](http://www.stma.k12.mn.us))**

## **ACTIVITIES OFFERED**

### **Academics**

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

### **Athletics**

Adapted Soccer (CI)	Fall
Cheerleading	Fall
Cross Country (Boys' & Girls')	Fall
Football	Fall
Soccer (Boys' & Girls')	Fall
Swimming & Diving (Girls')	Fall
Tennis (Girls')	Fall
Volleyball	Fall
Adapted Floor Hockey (CI)	Winter
Alpine Skiing	Winter
Basketball (Boys' & Girls')	Winter
Dance	Winter
Gymnastics	Winter
Hockey (Boys' & Girls')	Winter
Swimming & Diving (Boys')	Winter
Wrestling	Winter
Adapted Bowling	Spring
Adapted Softball (CI)	Spring
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
Three-Act Play	Spring

## **Clubs**

Bowling  
Clay Target

Fall  
Spring

## **ADMISSION PRICES:**

- All athletic events: Adults \$7.00 and Students \$5.00.
- 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 "Affinity" 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 "Affinity" 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 reoccurrence.

**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, and other Electronic Delivery Systems**

- 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, vaporizing 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 any other substance through inhalation of vapor from the product through electronic 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 suspension, parent/guardian conference, chemical health education, and confiscation of any delivery devices and/or paraphernalia. Suspension will be based on the following guidelines:

1<sup>st</sup> violation: 1 – 2 day suspension

2<sup>nd</sup> violation: 2 – 3 day suspension

3<sup>rd</sup> violation: 3 – 5 day suspension

**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 employee's 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 thou-

sands 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

Homeless Compliance: District Homeless Coordinator

Director of Special Services Dr. Amy Larkin, 763-497-3180, District Office in Middle School West, 11343-50th St. NE, Albertville, MN

Student Sex Discrimination, Student or Staff Harassment, & Opportunity/Equal Employment Opportunity: Human Rights Officer

Student Sex Nondiscrimination Program Compliance: Title IX Officer

Director of Administrative Services Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50th, St. NE, Albertville, MN

Assessments Statewide assessments in mathematics, reading, and science are used to measure whether students and their school & district are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards. Parents/guardians have a right to not have their child participate in state required standardized assessments. Please read through the Parent/Guardian Guide to Statewide Testing document, located on the STMA web site and the back of this handbook section, to better understand how student participation in statewide testing affects school.

## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



([education.mn.gov](http://education.mn.gov) >  
Students and Families >  
Programs and Initiatives >  
Statewide Testing)

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_ to 20\_\_ school year.)



### Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

\_\_\_\_\_

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

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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