

# **Sebeka Secondary School**

## **Student Handbook**



**Trojans**

**2025-2026**

**Sebeka High School**

**Independent School District #820**

**200 1st Street NW**

**Sebeka, MN 56477**

**Phone (218) 837-5101 Fax (218) 837-5967**



# BELONG. BELIEVE. BECOME.

## I. GENERAL INFORMATION

### **BOARD OF EDUCATION**

Eric Nelson	Chair
Kayla Frame	Vice-Chair
Nate Erickson	Treasurer
JoAnn Olson	Clerk
Rodney Huttunen	Director
Cheri Kangas	Director
Jeannie Arthur	Director

### **ADMINISTRATORS**

Dave Kerkvliet	Superintendent
Amie Westberg	K-12 Principal
Jon Lillquist	Dean of Students/ Activities Director

### **DISTRICT STAFF**

Holly Paulson	Business Manager
Thad Schulz	Technology Coordinator
Rachel Kern	School Counselor
Anni Olson	Transportation Supervisor
Laura Kimball	Assistant Bookkeeper
Nicole Johnson	Health Services
Heidi Mattson	MARSS Coordinator

### **KITCHEN STAFF**

DeAnn Evans	Food Service Manager
Laura Cusey	Cook
Joni Redetzke	Cook
Cya James	Cook

### **CUSTODIANS**

Jason Pierson	Head Custodian
Lisa Wanderi	Custodian
Tom Komppa	Custodian

Greg Bernstetter	Custodian
Vicki Makela	Custodian

### OFFICE PERSONNEL

Dee Dykhoff	District Administrative Assistant
Kristy Steinke	School Administrative Assistant

### HIGH SCHOOL STAFF

Matt Adams	Language Arts	Anni Olson	Paraprofessional
Meghan Adams	Special Education	Travis Ostby	Social Studies
Nikki Ament	Mathematics	Jacob Oyster	Agricultural Education
Andrea Amundson	Paraprofessional	Becca Pulju	Language Arts
Dan Doyle	Social Studies	Ashton Seieroe	Art
Jacob Haag	Science	Tom Smith	Industrial Technology
Mike Heino	Business Education	Kiersten Tumberg	Science
Wade Hukriede	Mathematics	Ryan Tuorila	Special Education
Alycia Johnson	Band	Nicole Walker	Special Education
Sherri Kaufman	Speech-Language	Courtney Walz	Paraprofessional
	Pathologist Assistant	Tammy Warmbold	Paraprofessional
Melissa Koch	Choir	Donna Yliniemi	Media Specialist
Jeffrey Lake	DAPE/Physical		
	Education & Health		

**Sebeka School ([www.sebeka.k12.mn.us](http://www.sebeka.k12.mn.us)) is online and sharing!**

### SEBEKA PUBLIC SCHOOL VISION STATEMENT

Our vision is to provide an inclusive education where all students BELONG. We BELIEVE in setting high expectations for all students to BECOME life-long learners.

### SEBEKA PUBLIC SCHOOL MISSION STATEMENT

BELONG to something bigger. BELIEVE in possibilities. BECOME the future.

### SEBEKA SCHOOL SONG

We'll give a cheer for all the Trojans  
 We'll give a yell for our hard fighting team  
 We'll send them down the field (floor) to victory  
 And then on top we're sure to be

We'll give a pledge to always fight fair,  
 And to our colors, we'll ever be true,  
 And though we win or lose, we'll always stand,  
 All for Sebeka High

RAH! RAH!

Repeat

## **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY POLICY**

The educational program of Sebeka Independent School District #820 has sought to provide equal educational opportunities for all.

Sebeka School District #820 in compliance with current state and federal statutes and regulations and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction affirms that it will not discriminate on the basis of sex, race, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status or disability in the following areas: access to course offerings, curricular materials, counseling practices, extracurricular activities, use of school facilities or employment practices.

This policy supports the District's good faith efforts to comply with Title IX of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Inquiries regarding compliance with this policy may be directed to the Superintendent at Sebeka School District #820, 200 1<sup>st</sup> Street NW, P.O. Box 249, Sebeka, Minnesota 56477, telephone number (218) 837-5101 or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Any student who feels he/she has been discriminated on the basis of sex by the school district or its employee may file a formal complaint to the Principal. Forms for this complaint may be obtained in the District Office.

## **II. SCHOOL INFORMATION**

### **BUILDING INFORMATION**

- It is expected that students shall remain in designated areas in the school before 8:00 A.M.
- Three minutes are scheduled between classes. Students must be in their assigned seats when the class begins.
- Passing between classes must be orderly. No running, loud shouting or horseplay will be permitted while walking in the halls between classes.
- At the end of each class period, students are to wait to be dismissed by the teacher before leaving their seats.
- Stay to the right in the halls when passing between classes.
- Help keep our school neat by using containers provided for waste paper and recycling.
- Unless it is an emergency, the classroom teacher has the right to keep students in class and does not have to honor a pass to leave the room.
- All Sebeka athletes will ride in school-provided transportation. If there are extenuating circumstances, see the Principal. Anyone missing the bus will forfeit his/her right to participate in the activity for that day or evening.

### **CLASS HOUR SCHEDULE**

Warning bell.....	8:12
Period 1.....	8:15 - 9:05
Period 2.....	9:09 - 9:59
Period 3.....	10:03 - 10:53
Advisory .....	10:57 - 11:09
Period 4.....	Senior High.....11:13 - 12:04
Junior High Lunch 11:09 - 11:34	
Senior High Lunch 12:04 - 12:29	
(Sophomores/Freshmen excused at 12:07)	
Period 4.....	Junior High ..... 11:38 - 12:29
Period 5.....	12:33 - 1:23
Period 6.....	1:27 - 2:17
Period 7.....	2:21 - 3:11

## SEBEKA HIGH SCHOOL STUDENT ACCOUNTABILITY STATEMENT

All members of a community are responsible, or accountable, for his or her own part in that community. Sebek Public School is a mini-community and we (students, faculty, administration, cooks, custodians, secretaries, and bus drivers) have the responsibility to make our community run smoothly and safely so that everyone's experience is positive. We are recognized for positive contributions and are held accountable for our negative actions.

We want everyone in the Sebek Public School community to have Trojan PRIDE

1. Prepared in All Directions
  - **To Myself** – I bring all necessary materials and a positive mindset to each class.
  - **To Others** – I respect other people's time by being ready to participate and stay on task.
  - **To Learning** – I come to class with an open mind, ready to engage, ask questions, and try my best.
  - **To the School Environment** – I follow routines and expectations to keep my school safe and clean.
2. Respectful in All Directions
  - **To Myself** – I take care of myself physically, emotionally and socially.
  - **To Others** – I respect differences and treat others how I want to be treated.
  - **To Learning** – I stay focused, follow directions, and allow others the opportunity to learn.
  - **To the School Environment** – I take care of school property and follow rules.
3. Involved in All Directions
  - **To Myself** – I take an active role in my education and activities at school.
  - **To Others** – I engage in classroom discussion and participate in collaboration with my peers.
  - **To Learning** – I put effort in my work, stay engaged in lessons, and take responsibility for my learning.
  - **To the School Environment** – I create a positive atmosphere by participating and supporting school activities.
4. Determined in All Directions
  - **To Myself** – I stay focused, push through challenges, and don't give up when things get difficult.
  - **To Others** – I encourage and support my classmates to persevere and work hard.
  - **To Learning** – I put in effort, practice and try again.
  - **To the School Environment** – I take responsibility to create a school community where everyone feels motivated to succeed.
5. Excellent in All Directions
  - **To Myself** – I will try my best and strive to improve.
  - **To Others** – I encourage others to do their best and maximize their potential.
  - **To Learning** – I stay curious and ask questions.
  - **To the School Environment** – I follow rules, respect spaces, and promote a positive and productive atmosphere.

*These items are not all-inclusive but serve as a guide to building and maintaining a positive school experience for all.*

## PRIVATE DATA INFORMATION ACT

Schools are required by law to give out directory information defined as student's name, year in school, address and telephone number to organizations such as Colleges or the Armed Forces when requested by these organizations. Parents or students not wishing to have this information given out must turn in a note to the High School office stating they do not want this information given to any organization collecting directory information. Please include in the note the student's name, year of graduation and a signature of both the student and the parent.

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

## NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, of age in its programs and activities. The school board has designated Superintendent David Kerkvliet as the human rights officer to handle inquiries regarding nondiscrimination.

## BACKGROUND CHECKS

All employees hired by the school district will have completed a criminal background check prior to working with students. Volunteers working and/or supervising students must also complete a background check.

## PARENTS' RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following: 1) Whether the teacher has met qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) Whether the teacher is teaching under emergency or another provisional licensing status through which state qualifications or licensing criteria have been waived; 3) The baccalaureate degree major of the teacher and any other graduate certification or degree s held by the teacher, and the field of discipline of the certification or degree; 4) Whether the student is provided services by paraprofessionals and, if so, their qualifications. In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will also provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

According to [MN Statute 121A.30](#), school districts must notify parents of pesticides that are applied to schools. Subd. 2. **Pesticide application notification.** A school that plans to apply a pesticide which is a toxicity category I, II, or III pesticide product, as classified by the United States Environmental Protection Agency, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act, on school property, must provide a notice to parents and employees that it applies such pesticides. The notice required under subdivision 3 must:

- Provide that an estimated schedule of the pesticide applications is available for review or copying at the school offices where such pesticides are applied;
- State that long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood;
- Inform parents that a parent may request to be notified by the school in the manner specified in subdivision 6 before any application of a pesticide listed in this subdivision.

Subd. 3. **Notice; timing; distribution.** The notice must be provided no later than September 15 of each school year during which pesticides listed in subdivision 2 are planned to be applied. The notice may be included with other notices provided by the school, but must be separately identified and clearly visible to the reader.

The Sebeka School District will follow the recommendations of the Minnesota Department of Health's "Lead Contamination Control in School Drinking Water Guidance Manual." The Sebeka School District completed lead in water testing of all potable water sources in 2024. The Sebeka School District followed Minnesota Department of Health's protocol in the reduction of any water sources found to be above action levels of lead. There are no known sources of water above the recommended action level for lead. Testing will be completed every 5 years. The results of testing are available upon request.

## SCHOOL WEBSITE

Our school's website, [www.sebeka.k12.mn.us](http://www.sebeka.k12.mn.us) is a wealth of information for parents, students, and the community. It shares all of our important school calendars, our online grading system (Infinite Campus) and daily events. It links to our teachers' websites, important forms, our school's Facebook and Twitter pages, and shares the daily menus for breakfast and lunch. We pride ourselves on this resource and ask that our families, parents, and students utilize it as a first place to get clear, accurate information.

## TEACHER WEBSITES

Sebekas teachers are asked to update their classroom website each week with important classroom information, assignments, lesson plans, etc. Please utilize this tool as a resource for questions related to class work and teacher expectations.

In order to access our teachers' websites, go to our school's website ([www.sebeka.k12.mn.us](http://www.sebeka.k12.mn.us)) and click on the *High School* tab followed by *Assignments* **OR** look at the *Quick Links for Students* and click on [Teacher Websites High School](#).

## SCHOOL CLOSING

When buses are not to be sent out or when students are sent home early, parents will be notified by our school's Instant Alert System, television (KCCO/KCCW and KSAX), radio (KWAD AM 920, KSKK FM 97.5), and social media outlets (Facebook and Twitter).

## SURVEILLANCE CAMERAS

Sebekas School, for the purpose of safety for all, is equipped with surveillance cameras throughout the building and school grounds. Cameras are monitored by administrative staff. Cameras can and will be used for investigative purposes when necessary. Video footage is for school use only. It is not intended for public, parent/guardian use due to student and staff data privacy.

## FIRE DRILL/ALICE DRILLS/TORNADO PROCEDURE

The state legislature enacted into law that schools will conduct fire drills at least **five** times per year, along with **five** ALICE Drills (lockdown drills) and **one** tornado drill. Take note of the Fire Drill and Tornado Drill instructions posted in each room. Every drill will be regarded as a serious matter. Always follow the instructions of teachers and staff members.

## ALCOHOL, TOBACCO & NARCOTICS

The School Board does not permit the use or possession of alcohol, tobacco, or narcotics by students on school premises, at school activities, or on school buses. Items containing tobacco (including e-cigarettes), alcohol, or narcotics are subject to confiscation by school authorities, and in the event of confiscation, will be made available to the student's parent(s) or guardian by appointment, or legal authorities if proper under the circumstances. No student shall possess, consume, use, or show evidence of having consumed or used alcoholic beverages or drugs while in the school buildings, on the school grounds during the school day, or at a school activity, and no pupil shall possess or use tobacco (including e-cigarettes and vapes). The penalty for violation of this rule may lead to suspension. The use of drug dogs may be used periodically to do searches throughout the school building.

## LIGHTS AND VENTILATION

Room temperature, lights, and ventilation are the responsibilities of the teachers, as is the regulation of shades.. Unless directed by a teacher, please leave these items alone.

## FUNDRAISERS

Many organizations have various fundraisers to raise money to support their activities. All organizations need the approval of the Fundraising Committee prior to their sale, to prevent overlapping sales, and duplication, to approve the worthiness of the fundraiser. Candy items may be sold before or after school - not during the school day. Candy sold during the day will be confiscated.

## THE OUTDOOR CLASSROOM

Our school has directed efforts toward the State of Minnesota and the D.N.R. to make a parcel of land, close to Sebekas, available for study purposes. We expect to be able to enrich our programs of biology, ecology, agriculture, conservation, etc., through the use of this land as an outdoor classroom. Bus transportation will be used when a class is scheduled to visit the area. Your attention to preserving the natural quality of the area, and keeping it free from litter or other abuse is necessary if we are to continue to use it for study.

## **SCHOOL FOREST**

Sebek School District #820's School Forest may be hunted by Sebek Students and families with direct and written permission by the school administration. Interested individuals should see the Superintendent for more specific details.

### **III. STUDENT INFORMATION**

#### **MORNING ARRIVAL TO SCHOOL**

Parents and families dropping off students (or students driving to school in the morning) are encouraged to arrive as close to 8 o'clock as possible. Students may wait in the commons or in the cafeteria until the first 8 o'clock morning bell rings.

#### **LEAVING DURING SCHOOL HOURS**

- Once a student enters the building from the bus or after 8:00 am, they may not leave during school hours unless authorized by the Dean of Students or Principal.
- Personal business such as hair appointments, tanning appointments, haircuts, buying groceries, etc. are to be done before and after school hours.
- Students must check out through the office if they need to leave the building during the school day.
- Parents should contact the office to locate their child rather than messaging on the student's personal phone as cell phones are prohibited in the classroom.
- Students are not allowed to sit or be inside of a parked vehicle for any reason during the school day. Office permission must be obtained to leave the building and go inside of a vehicle at any time during the school day - this includes the lunch period.
- Students given passes by teachers to run errands must come to the office and have the pass signed by the Dean of Students, Principal or office personnel. Students must sign out and sign in at the school office.
- Parental permission, by way of a phone call or note, will be required before a pupil may attend a funeral, wedding, mass, etc.
- Students who participate in Work-Based Learning or PSEO may not come back into school once they leave for the day. The exception is if they are involved with a sport and need to return for practice or a game.

#### **DISMISSAL DURING THE SCHOOL DAY**

When picking up a student during school hours, please notify the school office (837-5101) as early as possible in the day.

To ensure the safety of your child and to clearly communicate a change in plans, we would ask that parents/guardians call the office by 2:30 each day if there are changes for transportation. Thank you in advance for honoring this 2:30 time.

#### **DRIVING A MOTOR VEHICLE TO SCHOOL**

- Students may not drive or ride in vehicles during the school day unless authorized in writing by the Principal or Superintendent.
- As with other district-owned property, an inspection of the parking lot may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students in the school parking lot will (i.e. the car itself, the trunk or bags in the car or trunk) be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

#### **CLOSED NOON HOUR**

The lunch period is designed to allow a student enough time to eat and return to classes. Students are expected to stay in the building or on school property during the noon period. Students may earn the privilege to leave school for lunch during their junior and senior years.



## **SENIOR PRIVILEGES**

Starting 2nd quarter, Seniors in good standing academically and behaviorally (Principal's discretion) will be issued Senior Passes. The Passes allow seniors to sign out of study hall or go downtown during lunch hour on the following conditions:

- Seniors must maintain a C or better in each class
- Students cannot be tardy for a class more than two times.
- No unexcused absences for any hour at any time.
- Students cannot have any suspensions or detentions throughout the school year.

Students must have a signed parent permission slip for privileges to begin. Students must present their Pass to the high school office and sign out before leaving the building. They must leave through the main office door. When returning, students must sign in to the high school office. Failure to follow these regulations will result in the loss of Senior Golden Pass privileges. Students leaving campus without privileges will be given detention or In-School Suspension.

Students are not permitted to use vehicles during the school day, including noon hour, without permission from the office. Once a student has become eligible, they will receive a permission slip that needs to be signed by a parent/guardian. The principal must have received written permission from a parent/guardian prior to approving driving on file in the Principal's office. Each day a student leaves for lunch, they must return before 5th hour. Failure to do so and the student will lose the privilege to leave during lunch. Permission to lengthen the lunch period or blanket permission slips will not be accepted.

## **JUNIOR PRIVILEGES**

Starting 2nd semester, Juniors in good standing academically and behaviorally (Principal's discretion) will be issued Junior Passes. The Pass allows juniors to sign out during lunchtime to go downtown on the following conditions:

- If juniors have below a B- at midterm, they will lose their privileges until they have a B- or better in their class.
- Juniors must maintain a B- or better on all grades at quarter time. If you have a C+ or below at the quarter time, you will be ineligible for 2 weeks. If you are in good standing after that point, you may become eligible.
- Students cannot have an unexcused tardy for class more than two times in a quarter.
- No unexcused absences for any hour at any time.
- Students cannot have any suspensions or detentions throughout the school year.

Students must have a signed parent permission slip for privileges to begin. Students must present their Pass to the high school office and sign out before leaving the building. They must leave through the main office door. When returning, students must sign in to the high school office. Failure to follow these regulations will result in the loss of Junior Lunch Pass privileges. Students leaving campus without privileges will be given detention or In-School Suspension.

Students are not permitted to use vehicles during the school day, including noon hour, without permission from the office. Once a student has become eligible, they will receive a permission slip that needs to be signed by a parent/guardian. The principal must have received written permission from a parent/guardian prior to approving driving on file in the Principal's office. Each day a student leaves for lunch, they must return before 5th hour. Failure to do so and the student will lose the privilege to leave during lunch. Permission to lengthen the lunch period or blanket permission slips will not be accepted.

## **SCHOOL VISITORS**

All visitors are required to register in the office and obtain a visitor pass. We encourage parental volunteers, and we welcome you to our school. No "outside" school student visitors will be admitted to any classes unless cleared by the Dean of Students or Principal's Office at least 24 hours in advance. Student visitors should present a note of acknowledgement from the Principal of their home school, or a phone call to this school may be made by our office. The following guidelines have been set concerning visitors to our school:

1. ALC students are not allowed to be visitors at Sebeka School.

2. Teachers have the right to exclude visitors from their class and send them to the office during their class period.
3. All visitors must be approved by the Dean of Students or Principal at least one day prior to the scheduled visiting time.
4. Visitors should not plan to attend Sebek School when their home district is in session.
5. No visitors will be allowed the first two weeks or the last two weeks of school.
6. Full day visitations are discouraged.

### **LOCKERS AND LOCKS**

Your locker, property of the school, is used to house your textbooks, school materials, and any coats or other outdoor garments. The school WILL NOT be responsible for money or other valuables that are left in lockers.

Students taking Physical Education are strongly urged to leave all valuables with their instructors when they dress for class. All personal items need to be in a locked locker during activities and throughout the school day. The locker room will be locked during periods of the day and should only be used for physical education class and after school activities and not as a locker to house course materials or other items that students might need throughout the day.

Your locker is subject to periodic inspection for cleanliness and may be entered by the Dean of Students or the Principal or his/her designee at any time it might be suspected of containing tobacco, nicotine, alcohol, narcotics, explosives or other items considered potentially harmful to other students or to the school building, or unlawfully obtained. The use of drug dogs may be used periodically to do locker and parking lot searches for illegal substances. All procedures will be governed by MSA 121A.72. The only items allowed to be taped, on the outside of your locker, are to be for school-related activities – **NO EXCEPTIONS**. Lockers will be inspected every winter and spring for damage. Students will be responsible for damage to their locker as determined by the administration.

No lock is to be placed on your locker unless there is a copy of the combination or key in the Principal's office. (Note: Unauthorized locks may have to be removed in such a manner as destroys the lock. In this event the school or its officials are not liable for the cost of that lock.)

Lockers will be assigned to students by the office or by teachers on the first day of school and are not to be switched unless under the direction of school administration. Lockers in the locker room are also assigned by coaches and the physical education instructor. A record of locker assignments is kept and shared with the administration each school year.

### **PLEDGE OF ALLEGIANCE**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect for the flag. The purpose of the pledge of allegiance policy # 531, in the school's policy manual, is to provide for the recitation of the pledge of allegiance instruction daily to help further that end.

### **STUDENT DRESS CODE**

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

The Sebek School District recognizes the school as a place of learning where the dress of employees and students should be attire appropriate for a quality workplace. The Sebek Public Schools encourage students to take pride in their attire at school. The dress and grooming of students become the concern of the school if it causes disruption of the educational program or is offensive or inappropriate to others. Students should dress in a manner that takes into consideration the educational environment, safety, health, and welfare of others.

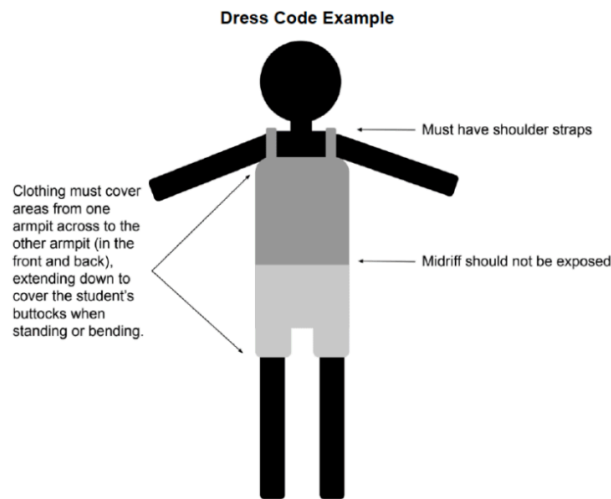
The following dress items are prohibited:

- Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse, racist, sexist, discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Appropriate clothing will be worn for PE classes. Shirts that have been cut off to show a student's side or stomach, are not allowed.
- Accessories that can be used to harm self or others, such as safety pins or spiked collars.

- Clothing articles that cause undue school maintenance problems, such as metal shoe cleats or work boots that cause excessive floor-marking, or trousers or overalls with metal rivets and/or chains, buttons, or buckles that scratch furniture should be avoided.
- Students will wear shoes in school at all times unless instructed to the contrary by a teacher for a specific reason.
- Students are not allowed to wear caps/headgear during the school day. Hats will be removed upon arrival to the locker and before arriving at breakfast, placed in the student's lockers, and may be put on when leaving the building after the school day. Hats and other headgear can and will be confiscated by staff members, taken to the office, and returned at the end of the day. An exception would be pre-approved designated days as requested by the Student Council or other fundraising efforts pre-approved for class trips, etc. Hoodies may be worn in the hallway and lunchroom. Individual teachers can determine if they will allow hoodies in their classrooms. If a student wears a hoodie, it must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Exceptions may also be made for religious, cultural, and medical reasons.

#### Student Clothing

- Clothing must cover areas from one armpit across to the other armpit (in the front and back), extending down to cover the student's buttocks when standing or bending.



- Tops must have shoulder straps.
- Clothing that is transparent, made of mesh or has holes must cover skin and undergarments while meeting the expectations of #1
- Midriff should not be exposed.
- Apparel promoting products or activities that are illegal for use by minors.

#### Consequences for Wearing Inappropriate Clothing:

1st Offense - Record of Offense, T-shirt to cover, Collection of accessories

2nd Offense - Record of offense, Call home, T-shirt to cover or sent home

3rd Offense - Record of Offense, Call home, Detention as assigned, T-shirt to cover or sent home

After the third offense within one semester, the student behavior will be considered as insubordination.

Due to persons with allergies and other respiratory problems, perfumes, colognes, cosmetics, and other aromatic products must not be misused.

When situations arise that are not specifically covered in this policy, the building administrator(s) will interpret the situation in light of the spirit and/or intent of this policy. If there is a disagreement regarding the appropriateness of a student's personal appearance, a meeting will be held with the student, parent/guardian, administration, and counselor.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection tend to make staff and students uncomfortable. Hugs and hand-holding will be allowed while kisses and groping are not allowed. Students who do not comply may be given detention and have a phone call made home to parents sharing the school's policy on PDAs.

## **MEDIA CENTER RULES**

- Maintain quiet so that it will permit everyone in the room to work undisturbed.
- Keep all books in their proper places; a book out of place is a lost book.
- Return books promptly; many others may be waiting for the book you have.
- Cutting or tearing pages from library books is an offense; it shows a lack of fair play and consideration.
- All books except "Reserve" books and certain reference books may be checked out for a period of two weeks with the privilege of one renewal for an additional two weeks if no one else is waiting for the book.
- If library materials become overdue, a reminder sheet of overdue materials is given to the teachers to share with the class. No fines are charged except for materials that are unduly damaged. If materials are lost, the original cost of the materials must be paid.
- Place all returned books in the return bin.

## **ADVISORY, ADVISORS, AND CLASS MEETINGS**

Our school has a daily advisory program with the purpose of creating a culture of Trojan PRIDE in our school and building relationships through the junior high and high school years with both teaching staff and students. Each day students will work with different concepts such as motivation, grade checks, Drop Everything And Read, kindness, and social-emotional learning lessons.

## **SOCIAL EVENTS / DANCES**

All social activities should be sponsored for a specific purpose. All dances and events must be approved by the Student Council Advisor and Principal and must be properly chaperoned. Dances will not be held unless they are placed on the school calendar well in advance by the Principal or Activities Director. All dances held on a non-school night must end by 12:00 a.m. School activities during the school week such as play rehearsal must end by 10:00 p.m. or earlier. No activities may be held without proper supervision. All dances will be closed door. Once a person has entered, he/she may not leave and reenter. Sebeka students are invited to attend these events when scheduled, but any guests must be registered in the school office before attending. A student is limited to one guest. The money will be collected at the door.

## **HOMECOMING**

Homecoming is our biggest and most gala affair. It is celebrated in the last part of January. It is truly unique due to the large number of alumni that return. Homecoming gives the true meaning at Sebeka of coming home for this special event.

The Student Council and Homecoming Committees co-sponsor this event. The Homecoming King and Queen are elected from the senior class by the high school. Three boys and three girls are elected from the senior class as candidates. The junior, sophomore and classes elect two boys and two girls from each class as attendants for the ceremony. Students who are PSEO, are not eligible to be King or Queen candidates. They can still participate in the homecoming activities. There is a program, basketball games, crowning ceremony, and Homecoming dance.

## **PROM**

Prom is a school event for junior and senior students who attend Sebeka High School. Prom, Grand March, and Dance are formal events. No blue jeans will be allowed. Each student choosing to attend may invite one guest. If you are bringing a guest (anyone other than another junior or senior from Sebeka School), you must pre-register that guest in the high school office. Guests must be at least freshmen and not older than age 20. School policies apply to all students and guests during prom.

Students are expected to stay in the building until the end of the dance. Once you leave, you will not be readmitted. Students who wish to go outside or to their vehicles during the dance must be escorted by a chaperone.

## CAFETERIA SERVICE

The goal of the Sebeka School District 820 Food Service Department is to provide nutritious meals to students to promote healthy eating habits and enhance learning. It is the policy of Sebeka Public School District 820 to offer breakfast and lunch to PreK-12th grade students that meet state and federal guidelines. These meals are planned and prepared by our qualified kitchen staff. Weekly menus are listed in the *Review Messenger* and on the school website <http://sebeka.k12.mn.us/>. Students may choose white, chocolate, or 1% milk to drink (lactose-free milk is available to those with allergies). This option is also available to children who bring lunch from home.

Educational Benefits applications are mailed out before the school year starts. The forms should be returned before the first day of school so students will be assured of a free/reduced lunch. **This year, our legislature passed the Minnesota Free School Meals. Students will be able to receive one free breakfast and lunch per day that the student is in attendance.**

MEAL PAYMENT for “seconds” or *a la carte* items (grades 9-12)

Students who have a signed form on file and money in their account, will be allowed to purchase “seconds” or a la carte items. A student who does not have sufficient funds will not be allowed to charge for “seconds” or a la carte items.

### NOTIFICATION OF ACCOUNT STATUS

1. Families can check their student’s meal account balance via Infinite Campus.
  - The Business Office will send a monthly statement of the account balance to all parents with low account balances advising them of the student meal account balance(s).
  - Families can contact the Business Office at 218-837-5101 ext. 121 for account balances.
2. The student/family will be notified via phone call when the account has a balance of \$10.00 or less.
  - An email reminder is sent to parents requesting a payment when student accounts do not have adequate funds.
  - A second request for payment is sent if parents have not responded to the first request.
  - A letter/invoice is sent via US Post to the household requesting payment.
  - NSF checks will follow the district “bad check” policy as posted in the Business Office

### COLLECTION OF UNPAID MEAL DEBT

All students requesting a first meal will always be served a meal regardless of unpaid food service accounts. When a student has “cash in hand” to pay for “seconds” or a la carte items, the student will be served those regardless of a zero balance.

If the negative student meal balance reaches \$30.00 or more, the following collection actions will be taken:

- The Business Office will contact the household to request payment.
- The Business Office will contact the Principal if no payment is received. The Principal will contact the parent/guardian to determine an appropriate solution.
- The Principal or their designee will contact the family and review with them their responsibility to provide meals for their student.
- The expectation is all fees owed to the District will be paid in full on the last day the student will be attending classes.

In general, well-mannered conduct should guide the student’s behavior at all times in the cafeteria. Listed below are some rules and the cafeteria procedure which will help ensure appropriate conduct and an orderly lunch period.

### STUDENT BEHAVIOR in the CAFETERIA

1. Students should **not** run to the lunch line. If they do, they may be sent to the back of the line.
2. If students talk in the lunch line, it is to be done quietly, showing respect and politeness to all, including the cafeteria staff and volunteers.
3. Students must be patient while waiting to be served. A single file line must be maintained.
4. No food may be brought back through the food service line once it has been purchased, and students are not allowed to come back into the line to pick up any other item once they have purchased their meal. If they do so, they will be charged for the item

5. Students must be seated at a table when eating.
6. Students should refrain from shouting across tables.
7. Students must remove trash from tables, chairs and the floor, and wipe spills that may happen.
8. Throwing food or other objects are not allowed.
9. Running, excessive noise, "horseplay," or other disruptive behavior is not allowed. All unacceptable behavior will result in disciplinary procedures, which may include removal from the cafeteria for a specified time period.

#### **LUNCH CARDS**

Students will be issued a lunch card that will be used to pay for meals. Students will have their cards scanned as they go through the lunch line and their accounts will be charged.

#### **TEXTBOOKS**

At least one textbook for each class is issued without charge to you. Each student is responsible for the care and return of the books issued to them. If books are lost or abused, a fine will be levied with the amount determined by the teacher of the subject using the text. A letter will be sent home explaining our damaged and/or missing books policy along with a bill to cover the cost of the replacement or fixing of the textbook.

#### **DROPPING COURSES**

No class can be dropped after the first Friday of the course without taking a failure in that course unless special permission is granted by the Principal's Office. Special cases and policies may apply to online college courses. See Online Courses in the high school handbook for more information.

#### **STUDENT PASSES**

Any time that a student wishes to leave an assigned room during the class period he/she must have a signed pass. No passes will be issued for rooms where there is not a faculty member supervising. If a student wishes to go to another teacher's room, he/she shall obtain a pass from that teacher beforehand. This prevents unnecessary class interruption. Students in the hall without a pass will receive one warning and will lose pass privileges thereafter as deemed appropriate by the teacher and/or principal.

All students will properly sign out and return to their assigned rooms before the end of the period unless specifically told not to do so.

#### **STUDENT SURVEYS**

Occasionally, the school district utilizes surveys to obtain opinions and information about students. For complete information on the rights of parents, guardians and eligible students regarding conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see the Appendix at the back of the handbook. A complete copy of the school district's "Student Surveys" policy is in the district's handbook in the district office.

#### **FOOD AND POP IN SCHOOL**

As per our adopted school's health and wellness policy, consumption of pop (and other sugary beverages) and food (including candy) are discouraged during the school day. Pop and food are not allowed in classrooms. Students may have water in the classrooms unless a teacher disallows it. If pop or food is brought into the classroom or the lunchroom, it may be confiscated by the teacher or staff member and not returned.

#### **SCHOOL TELEPHONES**

Telephones are located in every classroom and office and may be used by students in emergencies. They are business phones, however, and should be used for school business only. Students wishing to use a phone must get permission from their teacher or from office personnel. Students are not to engage in an unnecessary or lengthy conversation. Our phone system is equipped with voicemail that can be utilized in the event students or parents need to get messages to teachers. Voicemail is also available in the offices, if you are unable to reach a secretary, a message can be left with them. Only business calls to students will be accepted during school hours. Students will be discouraged from being called out of class to take a call, except in an emergency. They will be asked to call the party between classes. There is a phone in the office for student use.

## **ELECTRONIC DEVICE POLICY: CELL PHONES, AIR/EARBUDS, COMMUNICATION DEVICES AND PERSONAL COMPUTERS**

### **Purpose Statement**

The purpose of this policy is to support a learning environment that prioritizes engagement, respect, and academic success for all students at Sebeka Public School. By limiting the use of personal electronic devices during the school day, we aim to reduce distractions, encourage meaningful social interactions, and protect student privacy. This policy is designed to promote a safe, focused, and respectful atmosphere where learning can thrive from kindergarten through 12th grade.

### **During School Hours Guidelines:**

Cell phones and other personal electronic devices capable of communication, such as those used for texting, answering, and receiving calls, are not permitted in classrooms, hallways, during lunch, during recess, or bathrooms during the school day. If students bring cell phones, Bluetooth earbuds, and/or smartwatches capable of communication, such as texting, answering, and receiving calls, to school, they must be placed on silent or turned off and stored in designated cell phone lockers from the beginning of the school day until the end of the school day. These items can and will be confiscated by staff members and taken to the office if they are not stored in the designated cell phone lockers.

### **Device Check-in:**

- **1st Hour:** Students must check their cell phones, earbuds, and other communication devices into designated lockers located in their homerooms or 1st-hour classrooms.
- **Midday Arrival:** Students will check their cell phones, earbuds, and other communication devices in the office upon arrival. Office staff will ensure devices will be stored in the appropriate assigned locker.
- **Storage:** These devices will be securely stored in the lockers and brought to the office for the duration of the school day.

### **Device Restrictions:**

- **During School Hours:** Students are prohibited from having cell phones, earbuds, and any other personal electronic devices on their person during school hours, including class time, lunch periods, and recess.
- **Field Trips and School Events:** Field trips and school events are extensions of classroom learning during school hours, therefore, cell phones, earbuds, and personal electronic devices are not permitted.

### **Check-out Process:**

- **End of Day:** Students will return to their 1st hour classrooms at the end of the school day to retrieve their devices.
- **Midday Departure:** Any student leaving midday must check out their device from the office. If the student returns to school, they must check their device back into the office.
- **Leaving for a sporting event:** Students will change first and then check out their device from the office. Students will not enter the locker room after they have checked out their device.
- **Open Campus:** Any junior or senior leaving for open campus must check out their device from the office. Upon return from open campus, students must check their devices back into the office.
- **Guest Teacher:** If the 1st-hour class has a guest teacher, students will turn in their cell phones like normal.

### **Two-Factor Authentication:**

Any PSEO or CIHS student needing their cell phone for two-factor authentication must go to the office, check out their cell phone, and check cell phone back in once authentication is complete. It is recommended that email is the first choice for two-factor authentication, so students can use their Chromebooks rather than their cell phones.

### **Emergencies:**

In case of emergency, students may use the school office phone to contact parents/guardians. Parents/guardians should contact the school office to relay urgent messages to their student(s).

**Violations:**

- First Violation: The device will be confiscated by the teacher, brought to the office to be stored in the designated locker, and returned at the end of the day. A warning will be issued to the student and parents/guardians will be notified.
- Second Violation: The device will be confiscated by the teacher, brought to the office to be stored in the designated locker, and will be returned only to the parent or guardian. Administration will have a conference with the student and communicate with parents/guardians about future violations. The student will be assigned a detention and possibly placed on the no passes list.
- Any Further Violations: The device will be confiscated by the teacher and given to the administration. The phone will be returned only to a parent or guardian and a student-parent/guardian meeting will take place to discuss the violation and create a plan for the student. Detention, suspension, and/or MSHSL code of conduct consequences will be discussed and assigned. The student will be put on the no passes list.

**Exceptions**

Students with medical conditions requiring device use must provide documentation from a healthcare provider. Other requests for exceptions to this policy, particularly those requiring the use of a device, may be submitted to administration and will be considered for approval on a case-by-case basis.

**Responsibility**

The school is not responsible for lost, stolen, or damaged devices.

**Enforcement**

All staff are responsible for enforcing this policy. Repeated violations will be addressed by administration in accordance with the school's disciplinary procedures.

Students sending or possessing inappropriate messages and/or pictures during the school day is prohibited. Students videotaping, audio-taping, or taking pictures, without others' permission is prohibited. School authorities reserve the right to review the picture, audio, and video content of any cell phone, iPad or computer found on school property. Students may not bring in a cell phone, iPad, iPod or electronic media device for the purpose of taping a class or classroom teacher with the intent to put the teacher or another student on the internet or any other public displays where embarrassment or ridicule is inevitable. Such action will result in immediate suspension or if necessary expulsion.

The Minnesota State High School League does not allow the use of cell phones in the locker room or restrooms. Students caught using cell phones in the locker room or restroom will have the phone confiscated and receive one night of detention. Continued problems will result in suspension.

Students may not use their personal computers during school hours without permission from the Principal.

## **STUDENT TRANSPORTATION BUS SAFETY**

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

Consequences for school bus or bus stop misconduct will be imposed by the Dean of Students or the Principal. All school bus/bus stop misconduct will be reported to the Principal. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

The bus routes shall be set by the Board of Education. Any request for routing or suggested changes must be reported to school officials who, after consultation with the Superintendent and the Board of Education, determine the advisability of such changes.

**The bus driver has the same disciplinary authority as a teacher.**



School Bus and Bus Stop Rules: The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Principal's office.

#### **Rules at the Bus Stop:**

1. Get to your bus stop 5 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.

#### **BEHAVIOR PLAN FOR BUS RIDERSHIP**

1. The regular discipline and referral system will be used for infractions on the bus.
2. All infractions must be reported to the driver who will determine if a referral should be written.
3. In addition to the consequences of the Discipline Policy, the following action will be taken:

**1st offense -** A warning is given and the student is moved to an assigned seat until further notice.

**2nd offense-** Written notice to Dean of Students or Principal with possible after-school detention and a phone call home.

**3rd offense -** A 1-3-day suspension from the bus.

**4th offense -** A 5-day suspension from the bus and a meeting with the principal, driver, and parent before being reinstated.

**5th offense -** A 10-day suspension minimum. Parent meeting again required for reinstatement.

**Further offenses** are considered on an individual basis. Students may be suspended for longer periods, up to the remainder of the year. Sixty days with no referrals result in students being cleared.

Whenever possible, students will be sent on school-sponsored trips by school bus only. It is felt that buses provide the safest available transportation for large groups.

We provide "pep" band bus transportation to some out-of-town athletic contests and some evening tournament games. Class trips and parties, senior class trip day outings, etc. also are required to take buses from the school to their destination and back. The number of trips is subject to change each year, as it is dictated by the circumstances arising during the year.

**Students who ride a bus to a function will also return on the bus.** No teacher can be expected to release you from the return bus unless it is to release you directly to your parents. Notes to ride home with parents need to be approved by the Principal.

On all class trips/functions, the school reserves the right to search all personal belongings for improper materials or controlled substances.

#### **BUS EVACUATION DRILLS**

Emergency bus evacuation drills will be held on all school buses periodically throughout the year. Students sitting in the forward half of the school bus will exit through the front door, in an orderly fashion, as rapidly as is possible. Students sitting in the rear half of the bus will exit through the rear emergency door. After leaving the bus, students will assemble as a group, at a safe distance from the bus and wait for further orders. If the drill is to be held at the school campus, students are to assemble at the nearest entrance sidewalk from the street to the school. Do not leave the assembly until you are excused by the Bus Patrol or the driver.

#### **EXCUSES FROM PHYSICAL EDUCATION**

Students experiencing colds or recovery from illness may be excused from active participation in Physical Education classes for one day upon presenting a request from their parent or up to one school week depending upon mitigating circumstances. However, any student who is to be excused from active participation for more than one week must present a doctor's statement to this effect to the Nurse's Office or to the instructor.

### **RELEASED TIME EDUCATION/CHURCH NIGHT**

Students have the opportunity to participate in Released Time education if local churches provide this instruction. Students attending religion classes after school will not be penalized for missing sports practices.

### **MILITARY, COLLEGE AND TECHNICAL COLLEGE - VISITATION**

Current school policy allows two days for juniors and two days for seniors to visit a college, university, technical college, military or employment interviews and tours during school days. Weekends, Thanksgiving, Christmas and Easter vacations allow excellent opportunities for tours, etc. for many students. The Counselor's Office is responsible for verifying appointments for interviews and/or tours with military representatives, college or technical college personnel on school days. Any trip that a student takes outside of school time may be coordinated through the Counselor's Office, but it is not required.

Students who have been accepted into a school or branch of the military, and now receive an appointment date for further testing, examinations or interviews, may present such evidence to the Principal's Office and receive additional excused absence(s) for the date or dates shown.

### **STUDENT FEES**

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

1. A project in art, industrial tech or some other course that is in excess of the material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor. The student may elect to take such projects home, and the costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with the approval of the instructor.
2. Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.
3. Costs of field trips may be made available from time to time, but not required as part of the course, should the student elect to participate in the trip.
4. Costs of the school paper, yearbook, jackets, graduation announcements or class rings, should the student elect to order any of these items.
5. Admissions fees for concerts, plays, athletic events, and other programs or activities the student may attend at his or her option.

Students are required to furnish their own paper, pencils, pens, notebooks, special papers or sketch pads, gym clothes, tennis and athletic shoes and other items of personal equipment. Parents will be notified of unpaid fees by or at the close of the school year. These fees and procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 123B.34 - 123B.39

### **YOUR SCHOOL RECORDS**

The school has on file, grades, attendance, standardized test scores, and discipline records that have resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school and are on file here.

You and/or your parent/guardian may see the contents of these records by making an appointment to do so with the principal or counselor. You may have copies made of anything in the school record, at a cost to you, but you are not to take the original record out of the office. You or your parent/guardian may place any statements or items in your record that you wish to if it pertains to your schoolwork.

You may also request that items be removed from your file. In the event that you or your parent/guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied to you, you may appeal the decision to the next highest official, and ultimately to the School Board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you or your parent/guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not and cannot by law, without first receiving written consent from you or your parent/guardian:

- Send a transcript of your school record to a college
- Give information from your record to a prospective employer.

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records.

Students who are 18 years of age or older need not seek the consent of their parents/guardians to exercise their rights of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and resulting procedures described on this page also apply to the records of all graduates of this school.

### **TRANSFER OF RECORDS**

All student records, whether coming in or going out, will be treated according to Chapter 479 of the 1974 Session Laws of the State of Minnesota.

**Incoming students** - At the time of your registration, you were asked to complete a form and have your parents sign it. This is a legal request to your last school to release your records to Sebeka. By Minnesota Law, your school can send us your records on the written request of your parent/guardian, or your signed request if you are 18 years or older.

**Homeschool students**- Students who enroll in Sebeka and were former homeschooled students, classes will be entered into our records as pass/fail. If parents can provide proof or verification of grades, then those will be used.

**Students leaving** - Before your last day in Sebeka, stop in the Principal's Office for a check out sheet. This will show a record of your checking in all books, payment of any outstanding fees or bills, and helps us to make your transfer a little easier.

**Graduates** - Please remember that we cannot accept a "blanket release" form for your records. The law is very explicit in stating that we can only release information to the agency designated on the form and that no form of blanket release is acceptable.

### **SCHOOL COUNSELOR**

Junior high and high school are the beginning of the transition into adulthood and the world of work as students begin separating from parents and exploring and defining their independence. Students are deciding who they are, what they do well, and what they will do when they graduate. During these adolescent years, students are evaluating their strengths, skills, and abilities. The biggest influence is their peer group. They are searching for a place to belong and rely on peer acceptance and feedback. They face increased pressures regarding risk behaviors involving sex, alcohol, and drugs while exploring the boundaries of more acceptable behavior and mature, meaningful relationships. They need guidance in making concrete and compounded decisions. They must deal with academic pressures as they face high-stakes testing, the challenges of college admissions, the scholarship and financial aid application process and entrance into a competitive job market.

The school counselor is a professional educator with a mental health perspective who understands and responds to the challenges presented by today's diverse student population. School counselors do not work in isolation; rather they are integral to the total educational program. Professional school counselors align and work with the school's mission to support the academic achievement of all students as they prepare for the ever-changing world of the 21<sup>st</sup> century. This mission is accomplished through the design, development, implementation, and evaluation of a comprehensive, developmental and systematic school counseling program. The American School Counselors Association National Standards in the academic, career and personal/social domains are the foundation for this work.

The school counselor implements the counseling program by providing:

#### **1. Classroom Guidance**

- Academic skills support
- Organizational, study and test-taking skills

- Post-secondary planning and application process
- Career planning
- Education in understanding self and others
- Coping strategies
- Peer relationships and effective social skills
- Communication, problem-solving, decision-making, conflict resolution, and study skills
- Career awareness and the world of work
- Substance abuse education
- Multicultural/diversity awareness

## **2. Individual Student Planning**

- Goal setting
- Academic plans
- Career plans
- Problem-solving
- Education in an understanding of self, including strengths and weaknesses
- Transition plans

## **3. Responsive Services**

- Individual and small-group counseling
- Individual/family/school crisis intervention
- Peer facilitation
- Consultation/collaboration
- Referrals

## **4. System Support**

- Professional development
- Consultation, collaboration and teaming
- Program management and operation

Within this work with students, respect and privacy is of the highest priority. It is important that students have a private and trusting environment to share personal issues. Because of this, confidentiality is considered a must in the counseling office. However, there are certain limits to confidentiality. All counselors and school personnel are considered mandated reporters under the Minnesota child abuse laws. The school counselor adheres to the responsibility of taking appropriate action should there be indications of a potential threat of harm to self or others. Parents are encouraged to be active participants in their student's education and are welcome to call the counselor at any time with concerns or questions about their student.

### **CRISIS LINE**

For students or staff who are struggling with suicidal thoughts, please reach out to the Crisis Line. From any phone or cellphone: Toll-Free: 1-800-462-5525 or 218-828-4357 or 988 or text to 741-741

### **PARENT-TEACHER CONFERENCES**

Two conferences will be held each year. The fall conference will follow the first nine-week grading period and the winter conference will be during the third nine-week grading period.

### **GUEST SPEAKERS**

Guest speakers are welcome to support the curriculum and instruction of our high school courses when pre-approved by the administration and the teacher. Guest speakers should get this approval with more than 24-hour notice.

### **AWARDS DAY PROGRAM**

This is the time when students receive awards for outstanding work in curricular and co-curricular activities. The awards program will be held during the last week of school. Specific awards will be determined by teachers, school counselor, administration, coaches and advisors throughout the year. The Principal will put together the agenda for the awards day program.

## **ALTERNATIVE LEARNING STUDENTS**

If a student enrolls in the ALC program as a full-time student, they are no longer considered a Sebek Public School student. This means that they can not attend any SHS field trip, class trip, school dance or prom (unless invited by a current Sebek Student). If they are an ALC student in their senior year, they will be in the class composite **only** if they attended SHS through the first quarter during their senior year. They will not be able to attend the senior class trip. If an ALC student meets the requirements of SHS, they may attend graduation and walk with their class.

## **SENIOR CLASS TRIP**

A tradition for seniors currently attending Sebek High School or taking PSEO and are on schedule to graduate are permitted to go on the Senior Class Trip. Seniors and their advisors plan an outing for pure enjoyment. A meeting will be held with the seniors 2-3 weeks prior to this trip to answer any questions in regard to school policy regarding requirements for the trip.

## **BACCALAUREATE**

This is a special religious service delivered as a farewell discourse to the graduating class. It is strictly non-denominational and sponsored and presented entirely by the local pastors and their churches.

## **COMMENCEMENT**

Culminating kindergarten through grade 12 of schooling on the part of the students is Commencement Exercise. At this time, students fulfilling Sebek School requirements receive their diplomas. It has been a tradition to have the top students in the graduating class share an Honors Address during the commencement ceremony. It is the school's policy that students who have attended Sebek High School are eligible for this honor. More specific requirements are discussed later in this handbook.

## **STUDENT ORGANIZATIONS AND OTHER ACTIVITIES**

Along with the many sports programs, there are also a large number of other student organizations at Sebek High School. Students are encouraged to be a part of one or more of these organizations. They are as follows:

**STUDENT COUNCIL:** The student governing body of our school. Each spring four (4) representatives are elected from each class in high school. This organization gives the students a voice in the administration of the school.

**ONE ACT:** We have a One Act group that will perform in the regional One Act competition during the winter.. The students benefit through learning principles of acting, make-up, set construction, costuming, lights and the business principles of play production.

**YEARBOOK:** Yearbook is a course that students will learn about team building, marketing, photography, design, and journalism. The students will be part of a team that publishes the yearbook and the spring supplement. In this class, students will plan and prepare, create, and then focus on sales of the yearbook.

**BPA:** Business Professionals of America is the leading CTSO (Career Technical Student Organization) for students pursuing careers in business management, office administration, information technology, and other business-related career fields. BPA is a 'co-curricular' organization that supports business and information technology educators by offering a curriculum based on national standards. Resources and materials are available online and designed to be customized to a school's program.

**FFA: Future Farmers of America** is a dynamic student-led leadership development organization for students of agricultural education. The FFA prepares students for premier leadership, personal growth and career success.

**SKILLS USA:** The SkillsUSA organization is established for students interested in competing in numerous Career and Technical Education areas of study. This organization also provides leadership opportunities for students wanting to further their public speaking and leadership skills.

#### **IV. HEALTH SERVICES**

Sebek Public School employs a Contracted RN/PHN and full-time LPN who is responsible for carrying out the activities of the Health Office. The goal of the Health Office is to promote good health and prevent illness for students and staff. The following policies/procedures have been established by District 820

##### **PUPIL HEALTH RECORDS**

The school health record is an official document and is required for each student attending school. It is kept in the Health Office. Health information pertinent to each student is included such as immunization records, results of screenings, health assessments, health information that may affect the ability for learning and/or which may result in an emergency at school and the plan for which to meet the student's health needs.

##### **ATHLETIC PHYSICALS**

Students who plan to participate in co-curricular athletic activities are required to have a sports physical exam (within the past 3 years) before the start of each activity's season.

##### **SCREENING**

Vision/Hearing: Students in 1st, 3rd, 5th, 7th, and 10th grade are screened for vision and hearing, according to the recommendations of the Minnesota Department of Health. Students who do not initially pass are rescreened. Parents are notified if the student did not pass on rescreen.

##### **ILLNESS**

When a child is absent due to illness, parents are asked to call the School Office each morning of the day that they are absent.

General practice for when to keep your child at home due to illness include:

- If a student has had a fever of 100 or more, the student should stay home for 24 hours after the temperature returns to normal.
- If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
- If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.

If a child develops a fever or shows other signs of illness during the school day, a parent will be contacted so he/she can be picked up. If the parent/guardian cannot be reached, information completed on the Emergency Card will be utilized.

**Emergency forms are required to be completed** by a parent for all students. If there is a change of any information during the school year, it is the responsibility of the parent to notify the school and/or complete a new emergency form. Contact the school office with your changes.

If a child contracts a contagious condition/illness, parents are asked to notify the school's nurse or the child's teacher. Parents of students in the same classroom can then be cautioned so that early detection of the disease can be notified to prevent its spreading throughout the classroom.

##### **CHRONIC HEALTH CONCERNS**

Students diagnosed with health conditions (i.e., diabetes, asthma, seizures, heart conditions, allergies,) should provide the school with a physician's summary of the condition and any special instructions and limitations related to school activities. Individual Health Plans are written for students with health concerns and shared with their teachers/staff who work with the student.

##### **CHRONIC HYGIENE CONCERNS**

The following steps will be followed for students sent to the Health Office due to consistent odor or poor hygiene.

1. A letter of notification will be sent to the parent or guardian
2. A second letter will be sent home
3. Parents or guardians will be called in for a meeting
4. County report may be necessary

The wellbeing of our students is paramount and if there are any circumstances that the school may not be aware of, please do not hesitate to contact the Health Office.

### **MEDICATION ADMINISTRATION DURING THE SCHOOL DAY**

Parents shall notify the school's nurse, secretary, principal or teacher of their child requesting medication to be administered during school hours. Whenever possible, the medication should be given at home and every effort should be made to avoid school hours. Medication administered during the school day shall be supervised by the RN/PHN and may be administered by designated school personnel.

All medications administered during the school day require proper authorization. All written medication authorizations are effective for the current school year only and must be renewed each year. For safety purposes, an adult must bring all medications to the school. (If there is a reason this is not possible, please contact the school's nurse.)

Medications will be kept in a locked cabinet, file, or drawer, with the exception of those students who need to self-administer, as for asthma inhalers. Physician orders for those students will be kept on file in the health office. Any other exceptions will be reviewed by the school's nurse on an individual basis.

### **PRESCRIPTION MEDICATION**

The following is required for the administration of prescription medication during the school day:

1. Written authorization from the child's physician – "Consent for the Administration of Prescription Medication" form is available in the health office
2. Written permission from the parent – sign the parent portion of the medication form. Medication must be brought to school in a pharmacy-labeled bottle or in the original container that it was purchased. If needed, a duplicate bottle may be obtained from the pharmacist to be kept at the school.

A written statement signed by the physician and parent may also be accepted. The physician's orders must include the name, dose and time of the medication to be administered and the reason for medication at school. The pharmacy-labeled bottle shall list the student's name, name of the medication, dosage and time to be administered, name of the physician and name/telephone number of the pharmacy.

The parents of the student shall assume responsibility for informing the school's nurse of any changes in the student's medication. Medication dosage changes must be prescribed and documented in writing by the physician. When circumstances warrant, the physician may provide verbal medication orders or changes of dosage to the school's nurse only. Verbal orders must be followed by written authorization within two school days.

### **NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATION**

Requests for the administration of non-prescription medication to students during the school day will be considered on an individual basis, case-by-case. Non-prescription medication will be kept in the health office for students who may need them more than one time per month.

Non-prescription medication administered at school will be limited to the following: Pain Relievers/Fever Reducers (Acetaminophen: Tylenol, Generic Pain Reliever, etc.), Nonsteroidal anti-inflammatory drugs (Ibuprofen, Advil, Motrin, etc.), Cough/Cold Substances, Cough drops/Throat lozenges.

The following is required for the administration of non-prescription (over-the-counter) medication:

1. Written permission from the parent. – "Consent for the Administration of Non-Prescription Medication" form is available in the health office
2. Non- Prescription medication must be brought to school in the original container that it was purchased in and must be administered in a manner consistent with the instructions on the label. Medication received in an unlabeled bottle, foil wrap, saran wrap, or envelope, etc. will not be administered.

The school's nurse may request a physician order for non-prescription medication or further information about the medication from the student's physician at their discretion.

Non-prescription medications are encouraged to be kept in the health office and not to be carried by the student.

## IMMUNIZATIONS

Minnesota Statutes Section 121A.15 required that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and meningitis, allowing for certain specified exceptions. Forms are available in the Health Office to be signed by the parent and Notary Public for students who are exempt from immunizations for health or personal reasons.

For further questions, please call the School's Nurse at 218-837-5101, Ext. 129.

## LICE POLICY

If untreated nits or live lice are detected on a student, the parent will be notified.

**Students who are feeling ill are expected to visit the school's nurse before making calls or sending messages home to parents. The school's nurse will make contact with parents/caregivers to explain the symptoms, to share recommendations, and make a plan together in the best interest of the student.**

School Health Policies are available in the office upon request. Additional health information is available online at [www.sebeka.k12.mn.us](http://www.sebeka.k12.mn.us)

## OVERDOSE MEDICATION

**PURPOSE** As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

**GENERAL STATEMENT OF POLICY** The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

## DEFINITIONS

**"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.

**"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].

**"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

**"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.

**"Standing Order"** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:

1. Administration type
2. Dosage
3. Date of issuance
4. Signature of the authorized provider



## **GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES**

- The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- If Naloxone is administered the school must do the following.
  - Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
  - Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
  - Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
  - Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
- **School District Staff**  
School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

**Privacy Protections** The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

## **V. ACADEMIC POLICIES**

Sebekah High School is dedicated to the education and preparation for all students. The Minnesota Comprehensive Assessments (MCA), American College Test (ACT), Preliminary Scholastic Aptitude Test (PSAT), Scholastic Aptitude Test (SAT) and the Armed Services Vocational Ability Battery (ASVAB) are all made available for students.

### **PORTRAIT OF A TROJAN**

At Sebekah Public School, we believe that our students upon graduating should have certain skills. These skills are what make up our Portrait of a Trojan.

- **Critical Thinker**
  - Analyzes information thoughtfully and objectively
  - Makes decisions using evidence and reasoning
  - Solves problems creatively and effectively
- **Effective Communicator**
  - Expresses ideas clearly in both speaking and writing
  - Actively listens and responds with empathy and respect
  - Utilizes technology and media appropriately
- **Adaptive Learner**
  - Demonstrates flexibility and resilience when faced with challenges
  - Applies feedback to grow and improve
  - Continuously seeks new knowledge and skills
- **Engaged Collaborator**
  - Shares ideas and responsibilities respectfully

- Resolves conflicts constructively
- Values the contributions of others
- **Innovative Contributor**
  - Thinks creatively to generate new ideas and solutions
  - Takes initiative to make a positive impact
  - Embraces curiosity and new opportunities

## **TROJAN PATHWAYS**

We have three pathways that our students can complete by the time they graduate. These pathways are Business & Fine Arts, Agriculture & Trades, and Health & Human Services. All of our classes at Sebekah High School fall into a pathway. For more information on how a student can earn a pathway, please see our Course Registration.

## **GRADUATION CREDIT POLICY**

Graduation is the completion of 13 years of school, not just the high school years. It is the responsibility of the student to see that they meet Sebekah High School graduation requirements. The school counselor and Principal are available to assist students with schedules and questions about graduation requirements.

Students not meeting the full requirements to graduate at the end of their senior year will not be allowed to participate in graduation exercises. Only those students who complete all required credits will participate in the graduation ceremony. An exception may be made by the administration for those students within one credit of the required minimum. If a student will turn 18 before their senior year and have signed up with a military branch, they may be eligible to graduate early. Those students who believe they are eligible need to meet with the Principal and School Counselor to make a plan. This policy is intended to add force and meaning to graduation. Students considered for commencement addresses need to be in attendance the entire school year and be enrolled in a minimum of four class periods offered in the Sebekah High School building during their senior year.

### **Graduation Requirements (24 credits to graduate)-Class of 2026 and beyond**

½ credit World Literature  
 ½ credit British Literature  
 ½ credit American Literature  
 ½ credit Composition **or** Technical Writing  
 ½ credit Communication Studies **or** Media Literacy  
 1½ credits English electives  
 ½ credit Geography  
 1 credit American History  
 1 credit World History  
 ½ credit Government and Civics  
 ½ credit Economics  
 ½ credit Health 9  
 ½ credit Physical Education  
 1 credit Earth & Space  
 1 credit Biology  
 ½ credit Chemistry  
 ½ credit Applied Chemistry **or** Intro to College Chemistry  
 1 credit Science electives  
 1 credit Nonlinear Algebra  
 1 credit Geometry  
 1 credit Algebra II  
 1 credit Math electives  
 ½ credit Personal Finance  
 1 credit Fine Arts  
 6 Elective credits

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24 credits needed to graduate

Sebekah High School expects pupils to be enrolled in seven classes. Exceptions may be made on an individual basis for students to enroll in six or eight classes as the situation warrants. The Principal will process all requests to carry other than seven classes. Students in grades 7 – 8 enrolled in band or choir.

In addition to those classes for grades 9 –12, all core courses in 7<sup>th</sup> and 8<sup>th</sup> grade must be completed and passed in junior high or through credit recovery in order to graduate. Those students in grades 7 and 8 who fail a semester class in the core curriculum (Math, English, Science, Social Studies) will be required to attend summer school in order to make up the credit. If the student chooses not to attend remedial classes, the student will repeat the class during the following school year before being promoted to the next grade level for that class. Students may have the ability to work out an alternative plan at the discretion of the classroom teacher, with the approval of the counselor and the administration. As well as meeting the credit requirement for graduation, students are expected to maintain full-time status throughout the four years of high school. This requirement also applies to students in the Post-Secondary Enrollment Options program. Exceptions can be made on an individual basis for work release. Study hall for students in grades 9-12 will be given with administrative permission only.

### **Post Secondary Enrollment Options and Concurrent Enrollment:**

Postsecondary Enrollment Options (PSEO)/Concurrent is a program that allows 9th, 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO/concurrent courses on a full- or part-time basis; 9th and 10th-graders may take one career/technical concurrent course. As a 10th grader, if they earn at least a grade C in that class, they may take additional concurrent courses.

There is no charge to PSEO/concurrent students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1 every year. Students must notify their school by May 30 if they want to participate in PSEO/concurrent for the following school year. A meeting must also be organized with the student, parents/guardians, counselor, and school administration to review the qualifiers and expectations of a PSEO/concurrent student.

1. In order to participate in PSEO/concurrent courses, students must have a cumulative GPA of 3.8 as a freshman 3.5 as a Sophomore, 3.2 as a Junior or 2.8 as a Senior.
2. All college courses will transfer to your Sebekah High School transcript with the grade earned. College grades are “weighted” when transferred to your Sebekah High School transcript.
3. Sebekah High School’s credits conversion: 1 college credit = .25 Sebekah High School credit.
4. Unless they are rentals, all college textbooks belong to the high school and must be returned to school at the end of the course, unless otherwise specified by the campus bookstore..
5. Students are **strongly** discouraged from dropping a course after the course has started and the school has been charged for the class. **No** schedule changes are allowed without first consulting the school counselor.
6. Students are responsible for knowing the college’s registration deadlines and add/drop dates.
7. Students who fail a concurrent course will be required to meet with the school counselor to determine if future concurrent classes will be allowed. Sebekah School has the right to limit concurrent classes for students who are not making adequate progress.
8. eCHS students will be expected to provide a printout of their current online course grades to the counselor or online supervisor/proctor every 2 weeks.
9. Students who intend to participate in PSEO for the upcoming school year must notify the school counselor no later than May 30th. For Spring semester, the counselor should be notified no later than November 15.
10. College academic and attendance complications for PSEO students need to be handled by the college and students. Your counselor should be informed but has no jurisdiction over college matters for PSEO students.
11. PSEO students may participate in high school events and activities. It is the student’s responsibility to arrange their college class schedule around activities.
12. It is the student’s responsibility to stay informed about school events and deadlines by checking school emails and the daily announcements. This includes, but is not limited to: group photos, yearbook photos, prom, homecoming, class meetings, activities, ording cap and gown, etc.
13. It is the student’s responsibility to choose classes that meet Sebekah High School graduation requirements.

14. High school diplomas are held until Sebeka High School receives a transcript from the college AND all graduation requirements are verified.
15. Students are responsible for completing their Notice of Student Registration (NOSR) each semester and bringing it to the counselor to complete section 2.
16. PSEO students may work on classes at school; however, they must check in with the office upon arrival and must remain in the commons area. Once they leave the school building, they may not return until the next day.
17. eCHS students must check in with the office for attendance each hour of online class
18. eCHS students may have their cell phones during their online hour. These privileges will be revoked if the phone is being used inappropriately or causing a distraction to self or others.
19. Parents should be aware that colleges will not share student information unless the student signs a release of information giving permission for the college to communicate with parents.

**Online Options:** The school district policy manual addresses the issue of Online Learning Policy #624 stating Sebeka School's general statement of policy and procedures that students need to follow to receive approval and credit for classes taken through online learning opportunities. Taking an online college course is a commitment.

#### **Qualifiers for Concurrent College Course Enrollment**

Sebeka School believes in supporting students who are ready for college-level work in high school by offering dual credit courses for sophomores, juniors, and seniors who meet the following qualifiers:

<b>Freshman (1 CTE Course only)</b>	<b>Sophomores (CTE course only)</b>	<b>Juniors</b>	<b>Seniors</b>
GPA of 3.8 or higher Must pass Accuplacer Must have written approval from administration & counselor	GPA of 3.5 or higher Must pass Accuplacer Must have written approval from administration & counselor	GPA of 3.2 Must pass Accuplacer	GPA of 2.8 Must pass Accuplacer

**Foreign Exchange Students:** Foreign exchange students will need to meet requirements as equated to Sebeka High School standards in order to receive a certificate of attendance. Students are to meet with the counselor at the beginning of the year to determine if they will be on track to receive a certificate of attendance for their academic year in America.

**Academic Course Test-Out Policy:** Students will have the option of testing out of classes they feel adequate background has been gained through personal or homebound instruction. For specific information contact the counselor's office for policy, procedures, and guideline recommendations.

**Independent Study Option:** Students may be able to take independent study classes provided prior approval of the instructor and the school counselor is given. Students will need to follow criteria and guidelines as established by the principal and counselor.

**Work Release:** Students will need to be on track to graduation and currently employed to be eligible for this program. Students will have one class period with the placement teacher and fulfill the requirements given by the placement teacher. If a student chooses to leave early for this program, they will need to stay through the end of 4th-hour 1st semester and the end of advisory 2nd semester. Failing will result in losing this privilege

**Final Exams:** Final examinations or final projects are given at the end of each semester. Final exams total 10% of the final grade for each course.

#### **REPORT CARDS AND MID-TERM REPORTS**

Report cards will be issued every nine weeks. These should be taken home and presented to the parents for examination. Report cards need not be returned to school. Mid-term reports will also be mailed out to all students.

#### **GRADING SCALE**

A = 92.5% and above                      C = 72.5%

A- =	89.5%	C- =	69.5%
B+ =	86.5%	D+ =	66.5%
B =	82.5%	D =	62.5%
B- =	79.5%	D- =	59.5%
C+ =	76.5%		

### **GRADE CHECKS**

Grade checks will be completed at mid-term during each quarter. Students not passing at mid-term time will be ineligible until the coursework is completed in order to be passing. At the end of the quarter, students who are not passing are ineligible for a time period of two weeks. This two week time period goes into effect at the time the ineligibility comes out and is shared with the Activities Director, Dean of Students, administration, and staff.

### **HONOR ROLL**

Honor roll will be based on a point system. Students' average in academic classes will determine the honor roll. Honor roll will be released at the end of each quarter marking period. Honor students will be recognized in the following manner:

"4.0" Honor students will have straight A's in all of their classes: "A" Honor students will have a GPA of 3.67-3.99; "B+" Honor students will have a GPA of 3.33-3.66; "B" Honor students will have a GPA of 3.00-3.32.

The point system is as follows:

A =	4.00	C =	2.00
A- =	3.67	C- =	1.67
B+ =	3.33	D+ =	1.33
B =	3.00	D =	1.00
B- =	2.67	D- =	.67
C+ =	2.33		

A student with an "F" in any academic class will not be considered for the honor roll.

### **MINNESOTA COMPREHENSIVE ASSESSMENTS (MCAs)**

As a requirement of Minnesota's Department of Education, our school gives the Minnesota Comprehensive Assessments (MCAs) each spring to students in our school district. Students in 7th (reading and math), 8th (reading, math, and science), 10th (reading and science), and 11th grade (math) are assessed each spring in various subjects. A new testing component that is required for the Class of 2020 is the State Civics test. Students graduating in this class and beyond will need to complete this Civics assessment before they graduate from Sebeka High School.

According to M.S. 120B.31, Subd. 4a, which requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessment, the Commissioner of the Minnesota Department of Education (MDE) developed a form for parents to use to exercise the right to opt-out of these assessments. The form can be located at the end of the high school handbook, our school website, or in the school counselor's office. Questions about MCAs should be directed to the school counselor or to school administration. For the MCA testing option out form, please refer to the end of this handbook.

### **ACT EXAM**

Following the Minnesota Department of Education's recent legislation regarding M.S. 120B.30, subdivision 1e, the Sebeka School District will continue to provide students the opportunity to participate in a college entrance exam on a school day (traditionally this has been the ACT exam), but individual students are not required to participate. The Statute states that the ACT test is optional and will be free to those who qualify for free or reduced meals. All other students may be asked to pay for the ACT test.

### **PEER TUTOR**

For students who are Peer Tutors, grades will be earned as pass or fail.

### **FAILURES**

Most failures are due to a lack of application and effort, not a lack of ability. Pupils can avoid failures by doing their work regularly and getting their work in on time. A pupil owes it to himself or herself and his or her parents to try to do his/her best on his/her schoolwork. Midterm failing slips will be given out each grading period. This is a warning

that unless improvement is shown, a student will most likely fail the course during that grading period. Failing a required course for the semester will necessitate repeating the course in Sebek School or completing the course at an accredited Minnesota School District. Even if a student is classified as a senior, it does not ensure one of automatic graduation. Those students in grades 7 and 8 who fail a semester class in the core curriculum (Math, English, Science or Social Studies) will be required to attend summer school in order to make up the credit. If the student chooses not to attend remedial classes, the student will repeat the class during the following school year before being promoted into the next grade level for that class. Students may have the ability to work out an alternative plan at the discretion of the classroom teacher, with the approval of the counselor and the administration.

#### **POLICY ON INCOMPLETES**

An "I" (incomplete) on your report card means that the student has some work that has not been completed for the class. The work must be done in order to receive a grade. If a student has an incomplete, they are ineligible to participate in extracurricular activities until the incomplete becomes a passing grade. Incompletes must be taken care of within ten (10) school days after the end of the quarter. (Students do not get 10 days from the time report cards are handed out.) If the work is not made up within the 10 days, or if other arrangements have not been made with the teacher, the grade for the quarter or semester will be determined based on zeros for assignments the students have not turned in. If there are extenuating circumstances, please see the teacher or school administrator(s) for arrangements.

#### **CHEATING**

Students caught cheating on their assignments, quizzes or tests will receive a "0" for that test or work. This includes any work that was completed by AI without the permission of the teacher. If the violation involves the use of technology, the student is subject to confiscation of his/her device. If the administration has a valid reason, they may search the student's Google account. Parents will be notified of the disciplinary action and consequences by the classroom teacher or administration.

### **VI. ATTENDANCE POLICIES**

**Our Philosophy:** Attendance is a priority at Sebek High School. We believe learning is enhanced by regular attendance. Research indicates that there is a significant correlation between student absences and achievement. Class attendance is critical to the successful completion of coursework and outcomes. The entire process of education requires continuity of instruction, classroom participation and a variety of learning experiences, and consistent study in order to reach the goal of maximum educational benefit for each student. Absent students cannot expect to make the same progress as they would if they were in attendance at school. We firmly believe a course cannot be successfully completed with excessive absence. Teachers are expected to take attendance within the first 10 minutes of each class and communicate with the office if there are changes to submitted attendance.

Minnesota statutes require the district to monitor students' attendance. School administration will therefore inform parents/guardians of any attendance problems concerning their child. However, we need parents/guardians to be actively involved in resolving any deviations in their child's attendance and to work with the school district to ensure maximum attendance.

**Compulsory Attendance:** Children between seven (7) and seventeen (17) years of age shall attend a public or private school each year during the entire time the public schools of the district in which the child resides are in session. (Chapter 132, School Law of 1957). The only excused absences are an illness of the pupil or serious illness, death, or emergency in the immediate family.

For more specific student attendance guidelines, refer to Sebek School Policy 503 as adopted by the Sebek School Board of Education.

**Maximum Absence Rule:** A student who misses a class more than 20% (roughly 18 days) of the semester will be subject to the consequences of the Maximum Absence Rule listed below. ALL absences (including excused absences) will be counted, except those absences which result from participation in school-authorized activities, official religious holidays, or a death in the immediate family.

## ABSENCES

### Classifications of Absences:

#### 1. School Authorized Absences:

- a. These are to be verified at the time of absence and are NOT counted in the Maximum Absence Rule. Make-up work IS required.
  - i. Curricular & co-curricular pre-authorized school events & programs.
  - ii. Official religious holidays.
  - iii. Death of an immediate family member (parent, stepparent, guardian, sibling, Grandparent, child).

#### 2. Excused Absences:

Parents or guardians must verify each hour absent in writing or by phone. Calls should be placed to the school by 10 am the same day. Students should remind their parents to contact the office before, on the day of, or no later than 10:00 a.m., the day after the absence. When possible, schedule appointments during non-school hours. The number to contact during school hours is 218-837-5101 extension 104. You may also email [absences@g.sebekak12.mn.us](mailto:absences@g.sebekak12.mn.us). **Parent excuses will not be honored after 48 hours (two school days) after the date of the absence. Absences not called in for after 48 hours will be coded as unexcused and count toward truancy calculations.** Students (including 18-year-olds) must have a parent/guardian communicate all absences to the office. Makeup work is required. The following reasons are valid and should be used by parents and students as guidelines:

- Illness
  - A day of absence will be counted for each day a student is absent due to illness. In the event of extended (3+ days) or chronic illness, verified by a medical doctor, the student may appeal to the Attendance Committee. The attendance committee will consist of the Principal, Counselor & 1 of the student's teachers.
  - In the event you become ill during the day, please go to the nurse's office. Office staff will assist you. If your illness justifies sending you home, arrangements may be made according to the Emergency Contacts information listed in Infinite Campus.
- Family emergency
- Medical/dental appts. that cannot be made outside of school time
- Court-ordered appearances
- Preplanned absences (family trips, etc), which have been arranged and pre-approved by the administration. Absences over the maximum allowable absences that result from an out-of-town family trip may be excused at the discretion of the administration. It is the responsibility of the absent student to make all necessary arrangements with teachers before the trip so as to remain caught up in courses. Makeup work must be completed within the allowable period (2 days per day absent). (Arrangements made before the absence to be excused; one week ahead recommended.)
- Driver's license test
- Juniors or Seniors who wish to visit a postsecondary school or college may use two (2) days for this purpose. All college visits must be communicated to the school Office
- Out-of-School Suspension (OSS): These absences ARE counted in the Maximum Absence Rule. Completion of make-up work is required and credit is given. All students meeting or exceeding 10 absences due to an OSS will discuss attendance and may enter into a behavior/attendance contract at the re-entry meeting.
- All students must report to the office to receive a permit to class pass upon returning to school. This pass must be shown to all teachers. This pass serves as verification of the absence by the office.
- For extenuating circumstances not listed in the reasons above, parents or guardians need to contact the Principal.

#### 3. Part-Day Excused Absences:

- Medical, dental appointments and court-ordered appearances: Parents/guardians are requested to call and/or write a note. Upon return, students must check in with the school office and provide verification of the appointment. Most of these appointments should be scheduled for times when school is not in session.
- Illness or injury during the school day: The student must sign out through the school office. Parent/guardian authorization is required and a Permit to Leave School is issued.
- Emergency during the School Day: Parents or guardians must call and the student must sign out through the school office
- **Failure to follow these steps may result in the absence being unexcused.**

#### **EXCUSED PARTIAL DAY ABSENCES DO COUNT TOWARD THE MAXIMUM ABSENCE RULE**

#### **Consequences for Exceeding Absence Limits:**

1. On the third (3) absence for a semester course, the student will be informed in person and the school may send an Attendance Letter and a copy of the policy to the student's parent/guardian by mail.
2. If the student has reached five (5) absences from a semester course, the student will be informed in person and the school may send, once again, the Attendance Form and an Appeals Form to the parent/guardian. **After 10 excused absences in one semester, a doctor's note may be required.** An administrator may conduct a conference after the 5th absence with the parent/guardian. An attendance contract may be drafted, signed and enforced. Upon notification, the student may see the counselor to determine suitable options. Should absences reach 20% for a semester class a No Credit will be issued and the student may need to make up the credit.
  - a. In the rare event that a student has suffered a long-term (chronic) illness, which can be verified by a doctor's signed statement, the student's record will show an incomplete. If the work has been made up according to the Make Up Work Policy guidelines, the incomplete will be changed to a grade. If the work is not done according to Make Up Work Policy guidelines, the incomplete will be changed to No Credit or F.
3. The attendance committee will meet with students/parents to address absences exceeding the maximum absence rule. The attendance committee will consist of the Principal, Counselor & 1 of the student's teachers.
4. Minimum seat time requirement - loss of credit for a course. Students who do not attend class for 80% of the class periods in session (~68/85 days in a semester) may earn a No Credit and need to retake the course or complete credit recovery to earn full credit.

\*\*\*Students with a verified medical condition/extenuating circumstance may appeal and earn full credit despite exceeding the maximum absence rule at the discretion of the attendance policy committee (Principal, Counselor & 1 of the student's teachers).

A student receiving a waiver on the maximum absence rule must complete the required coursework to earn credit for all impacted courses.

#### **Truancy/Skipping**

If a student is willfully absent from school/class without permission, he/she assumes the responsibility and the consequences of violating a right and privilege.

1. Unexcused Absences (Truancy) are defined as a student who is absent from school/class without full knowledge or consent of his/her parents/guardians. The student is absent from school with or without the consent of the parent or guardian for reasons unexcused by the school authorities. Makeup work is required.

Examples of unexcused absences may include, but limited to the following:

- Leaving school without checking out through the school office.
- Is absent from school without proper verification from his/her parent/guardian.
- Is absent from class without permission.
- Obtains a pass to go to a certain place and does not report there.



- Becomes ill and goes home instead of reporting to the school office, or staying in the restroom and not returning to class.
- Comes to school but does not attend classes.
- Leaves for lunch without a Senior or Junior pass
- Oversleeping
- Personal grooming appointments (hair, nails, tanning, etc)
- Employment/interview
- Shopping/errands
- Family vacations-without prior notice
- Needed at home/babysitting
- Missed the bus/car trouble
- Needing to sleep/rest

\*\*\*Administrative discretion may be used in any of the aforementioned situations to excuse an absence.\*\*\*

2. Tardiness: Students who are more than 5 minutes late to a class may be marked with an unexcused absence, not a tardy
3. Excessive Absences: Requests by parents or guardians may be denied or counted as unexcused if they are for excessive absences. Excusing absenteeism and tardiness is at the discretion of the administration.
4. Unexcused absences are made up through detention, along with a reflection form.
  - a. One class (45 minutes) = one 45-minute detention.
  - b. A skipped day of school equals eight (8) 45-minute detentions. Students must attempt to check in with the teacher whose class was missed to make up the missed content. This check can be done via email for documentation purposes.
  - c. A student will lose Senior or Junior Pass privileges for the remainder of the quarter for any unexcused absences.
  - d. Students serving a detention to make up class time are expected to touch base with the teacher for whom they missed class prior to detention. Students are expected to work on missing content during the detention period.
5. Students with an unexcused absence will be subject to the school's Truancy Policy. (There are no school-sanctioned "Skip" days.)

\*\*\*The consequence for skipping detention is added detention or In-School Suspension.

### **Make Up Work Policy**

Sebeka High School places great value on the completion of schoolwork. The following items are guidelines with the understanding that the completion of school work in a timely manner is of the utmost importance.

1. Students absent will have two (2) days to make up work missed for each day they missed (or shorter/longer if mutually agreed upon by the teacher and student upon the student's return). If a student is unable to turn in the make-up assignments due to another absence, the make-up work from the initial absence will be due the next day the student is in attendance.
2. Students who miss a day of school due to a school-sponsored activity are responsible for getting their work done ahead of time. They will make every effort to get their assignment done before they leave. Students will have 1 extra day, unless prior arrangements have been made with a teacher, to make up their assignments when they return to school.
3. Special arrangements may be made for long-term (chronic) illnesses verified by a doctor's signed statement. An incomplete may be given to allow for make-up time.
4. A homework request may be made for absences of more than one school day through the main Office or via email directly to the teacher by a parent/guardian. Students' teachers may be asked to email students/parents and/or bring assignments to the main office for parents/guardians to collect.

5. Students with unexcused absences will receive make-up work for the class period(s).

It is the responsibility of the student to complete missing work; the teacher is to assist you in getting the assignment, to offer help in understanding the work missed, and to evaluate the work turned in for make-up. Students are encouraged to utilize the school's online tools - Infinite Campus and teachers' Google Sites to keep up to date on grades, missing work, and classroom assignments.

Along with this attendance policy, Sebeka Public Schools will also be working in partnership with the Wadena County Collaborative and Community Concern for Youth to coordinate services and programs to solve attendance issues and bring programs to those students and families in need of help. The intent of the following program is not to replace Sebeka Public School's policy on attendance but to work in conjunction with the established attendance policy of Sebeka Public School.

**A SPECIAL NOTE TO 18-YEAR OLDS** - August 1, 1974, a modification of the 18-year-old age of majority bill went into effect, which has been interpreted to mean that any student from ages 18 - 21 years of age is regulated by the same rules as a student under the age of 18 years.

"Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education." Minnesota Statutes Chapter 120A.20

Legally you are now an adult, which provides you with some new freedoms, but also demands that you fulfill the responsibility of following the rules and regulations of the school.

Sebeka Public School does not recognize the fact that 18-year-olds can write their own notes to be excused from school. Notes must be signed by a parent or legal guardian.

### **TARDIES**

Students are tardy if not in their assigned room when class begins. Students are allowed two tardies per quarter.

#### **A. Unexcused Tardies:**

1. An unexcused tardy is failing to be in an assigned area at the scheduled time without a valid excuse.

**Examples of Excused Tardies:** Teacher-initiated delays, called to the office, visit the nurse, etc. With excused tardies, students should come with a pass from a staff member or the office.

2. Any unexcused tardy over 10 minutes of class time will be considered an unexcused absence.
3. Students who arrive late to school will be given a yellow pass if it is excused or a pink pass if it is unexcused.

#### **B. Consequences of Tardiness: We will be following the progressive disciplinary model**

1. On the third tardy, the student will be given a verbal/written warning by the administration. The following steps will take place should the student continue to be tardy to classes:

- 3 tardies = verbal/written warning
- 4 tardies = lunch detention & Student Reflection Form
- 6 tardies = after-school detention (30-60 minutes) Student Goal Setting Form
- 9 tardies = after-school detention(full), Teacher Impact Letter, Meeting with Admin and teacher
- 12+ = Detention and Restorative Practice Action Task.

2. Unexcused tardies will be treated as the equivalent of absences according to the following ratio: three (3) unexcused tardies per class period = one (1) unexcused absence for grades 7-12.

### **TRUANCY REPORTING PROCESS**

#### **1. PROCESS:**

A. The high school office and Dean of Students review attendance on a daily basis. If a child is absent and the high school office has not been notified prior, the high school office will follow up with a telephone call to the parent/guardian at home or work notifying them of their child's absence from school. They will also be reminded of the importance of their child being in school on a daily basis.

B. Three (3) unexcused *periods* for high school and junior high school, and three *days* for elementary. When a child has three unexcused absences, the child is considered a continuing truant, which is not in violation of the law but warrants the school to begin an intervention process.

1. The Dean of Students or Principal will send a letter and a Wadena County School Attendance Mediation Program brochure (if the student resides in Wadena County) home to the parents/guardians. (required under MS 260A.03) A copy of the letter will also be sent to the residential county human services. This notice must contain the following information.

- that the child is truant;
- that a parent or guardian should notify the school if there is a valid excuse for the child's absences;
- that a parent or guardian is obligated to compel the child to attend school or face criminal prosecution under the compulsory school attendance law (MS 120A.34);
- that alternative programs and services may be available in the school district and that the parent or guardian has the right to meet with school officials to discuss possible solutions to the child's truancy;
- that the parent and child may be subject to court proceedings if attendance does not improve and that the child may face the loss of his or her driving privileges if the truancy continues (MS 260C.201); and

C. Five (5) unexcused *periods* for high school and junior high school, and *days* for elementary. When a child has five or more unexcused absences, they are considered continual truants and are in violation of MS 260A.03. High school students may also be denied credit for any course with four unexcused absences.

1. A letter will be sent home from the school and county indicating that the student is now heading towards being truant.
2. A mediation meeting will be scheduled with the county attorney, family, school, CCY and human services to discuss why absences are continuing and work to resolve those barriers

D. Seven (7) unexcused absences (full day or at least one class period on 7 different days) for high school and junior high and seven (7) days for elementary students. When a child exceeds 7 or more unexcused absences, they are considered habitual truants and are in violation of MS 260C.007, Subd. 19. A report will be made to the county human services and a Child Protective Service report will become involved. At this time a CHIPS petition may be filed and the student may have to appear in court

## **2. CASE MONITORING:**

A. Reviews will be scheduled at the time of the contract meeting to include, county social worker, school officials, parents, and child. Reviews are scheduled every two weeks until the child's attendance improves. The length between reviews is subject to change depending on the child's progress.

B. Responsibility of the Dean of Students or Principal

- Check and review daily attendance of child;
- Meet with the child at school frequently (daily if possible) to begin with and decrease contact as the child's attendance and other related behavior improves;
- Meet with the child's teachers and explain that the child is involved in SAP. Inquire as to any special needs or classes that need attention;
- Accompany the child to class, as needed;
- Contact the child's parents at both home and/or work to inquire as to absences of the child;
- Document, in detail, all personal, telephone and collateral contacts made regarding the case

C. Child is discharged from SAP when the case is deemed successful or when the school official, or court has terminated the child's involvement in the program.

## **3. FAILURE TO PARTICIPATE IN SCHOOL ATTENDANCE PROGRAM:**

If there is no improvement in attendance and other related behaviors, a truancy petition will be filed. This decision will be made jointly by school officials. A designated school official will send the following to the Wadena County Attorney's office:

1. Truancy request form;
2. Copy of the notice sent to parents (MS 260A.03) and the date it was sent;
3. All documentation of efforts made to intervene:
  - copy of all notices/letters to parents
  - list of detentions/suspensions and indicate why they were given
  - copy of child's attendance record

#### **4. APPROPRIATE ACTION AND CONSEQUENCES:**

The Wadena County Attorney's office may choose one or more of the following actions:

1. File Educational Neglect charges against the parent if it is determined that they are responsible for the child's absenteeism.
2. Refer back to school for additional efforts and documentation.
3. File a petition against the child for truancy.

#### **5. PROBATION:**

MS 260C.201, Subd.1 (b) states: If a child was adjudicated in need of protection or services because the child is a runaway or habitual truant, the court may order any of the following dispositions in addition to or as alternatives to the dispositions authorized under paragraph (a):

1. Counsel the child or the child's parents, guardian, or custodian;
2. Place the child under the supervision of a probation officer or other suitable person in the child's own home under conditions prescribed by the court, including reasonable rules for the child's conduct and the conduct of the parents, guardian, or custodian, designed for the physical, mental, and moral well-being and behavior of the child
3. Subject to the court's supervision, transfer legal custody of the child to one of the following:
  - a. A reputable person of good moral character. No person may receive custody of two or more unrelated children unless licensed to operate a residential program under sections 245A.01 to 245A.16; or
  - b. A county probation officer for placement in a group foster home established under the direction of the juvenile court and licensed pursuant to MS 241.021;
4. Require the child to pay a fine of up to \$100. The court shall order payment of the fine in a manner that will not impose undue financial hardship upon the child;
5. Require the child to participate in a community service project;
6. Order the child to undergo a chemical dependency evaluation and if warranted by the evaluation, order participation by the child in a drug awareness program or an inpatient or outpatient chemical dependency treatment program;
7. If the court believes that it is in the best interests of the child and of public safety that the child's driver's license or instruction permit be canceled, the court may order the commissioner of public safety to cancel the child's license or permit for any period up to the child's 18th birthday. If the child does not have a driver's license or permit, the court may order a denial of driving privileges for any period up to the child's 18th birthday. The court shall forward an order issued under this clause to the commissioner, who shall cancel the license or permit or deny driving privileges without a hearing for the period specified by the court. At any time before the expiration of the period of cancellation or denial, the court may, for good cause, order the commissioner of public safety to allow the child to apply for a license or permit, and the commissioner shall so authorize;
8. Order that the child's parents or legal guardian deliver the child to school at the beginning of each school day for a period of time specified by the court; or
9. Require the child to perform any other activities or participate in any other treatment programs deemed appropriate by the court.

**\*\*PLEASE NOTE\*\*** According to MS 260C.201, Subd. 1(c): If a child who is 14 years of age or older is adjudicated in need of protection or services because the child is a habitual truant and truancy procedures involving the child were previously dealt with by a school attendance review board or county attorney mediation program under section 260A.06 or 260A.07, the court shall order a cancellation or denial of driving privileges under paragraph (b), clause (7), for any period up to the child's 18th birthday.

## **VII. STUDENT DISCIPLINE**

### **Restorative Discipline**

When students fall short of Trojan Pride expectations, restoration of the strained relationship(s) may be necessary. Restorative discipline practices focus on building back the relationships that were strained as a result of a poor choice in words/actions. Restorative discipline practices are not punitive and are not focused on punishment. Restorative practices focus on teaching the student how their actions fell short of Trojan Pride expectations, and ways to learn and improve to do better in the future. A major goal of restorative discipline is keeping the student(s) in the classroom for learning, if at all possible. Restorative discipline may look different for each student as natural consequences for actions are at the core of restorative practices. Sebeka High School staff will work with all students to learn from mistakes and repair strained relationships. Restorative practices may include, but are not limited to:

- Mediation conferences (between students and staff members)
- Corrective action (example: Conflict: student leaves a lunch table a mess. Staff intervention: discussion with students about what happened and why. Action: student apologizes to the lunchroom supervisor and lunchroom staff, spends a few minutes cleaning up the area.)
- Time in the office - when the student is not quite ready to be back in class at that time and they need to work with administration to discuss meeting future expectations.
- Time in the student support room (possibly a debrief with the counselor or Dean of Students)
- Detention - when extra time is needed beyond the school day (before or after school, or during lunch) to help the student correct their behavior, or the student was not ready/willing to participate in mediation.
- Suspension - either in school or out - only when the presence of a student in the classroom causes a significant disruption to the learning environment and/or the offense was highly severe.

### **PURPOSE**

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

### **GENERAL STATEMENT OF POLICY**

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

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

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

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience.

### **DEFINITIONS**

- "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, classroom academic interventions and alternative education services. Nonexclusionary

disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

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

**STUDENT RIGHTS:** All students have the right to an education and the right to learn.

**STUDENT RESPONSIBILITIES:** All students have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate
- To respect and maintain the school's property and the property of others;
- To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the rights of others.

## **CODE OF STUDENT CONDUCT**

The following are examples of unacceptable behavior subject to disciplinary action by Sebekah High School. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission; Violation of the school district's Student Attendance Policy;
4. Opposition to authority using physical force or violence;
5. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, vapes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
6. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
7. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even

- when prescribed by a physician, and one student sharing prescription medication with another student);
8. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
  9. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
  10. Violation of the school district's Weapons Policy; Violence Prevention Policy; Bullying Prohibition Policy; Hazing Prohibition Policy; Harassment and Violence Policy; Criminal activity; any local, state, or federal law as appropriate, Student Transportation Safety Policy;
  11. Possession of ammunition, including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
  12. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
  13. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
  14. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school
  15. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
  16. Violation of the school district's Internet Acceptable Use and Safety Policy;
  17. Use of a cell phone in violation of the school's Cell phone policy and Internet Acceptable Use and Safety Policy;
  18. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
  19. Violation of directives or guidelines relating to lockers or improperly gaining access to a school; Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy; Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
  20. Possession or distribution of slanderous, libelous, or pornographic materials
  21. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
  22. Falsification of any records, documents, notes, or signatures; Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
  23. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
  24. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
  25. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
  26. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
  27. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference, obstruction, attack with a weapon, or look-alike weapon, terroristic threats, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
  28. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
  29. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
  30. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
  31. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies

specifically enumerated in this policy;

32. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

### **DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school administrators. At a minimum, violation of the school code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- Parent contact; Parent conference; Removal from class; In-school suspension; Suspension from extracurricular activities; Detention or restriction of privileges; Loss of school privileges; In-school monitoring or revised class schedule; Referral to in-school support services; Referral to community resources or outside agency services; Financial restitution; Referral to police, other law enforcement agencies, or other appropriate authorities; A request for a petition to be filed in district court for juvenile delinquency adjudication; Out-of-school suspension under the Pupil Fair Dismissal Act; Preparation of an admission or readmission plan; Expulsion under the Pupil Fair Dismissal Act; Exclusion under the Pupil Fair Dismissal Act; and/or Other disciplinary action as deemed appropriate by the school district.

### **REMOVAL OF STUDENTS FROM CLASS**

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

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

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

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

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.



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

## **DISMISSAL**

"Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property. A record of nonexclusionary interventions by teachers and administrators will be kept on record and sent to parents/guardians.

Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

### **Disciplinary Dismissals Prohibited**

1. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
2. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

### **Suspension Procedures**

- "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
- School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback
- If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
- The definition of suspension under Minnesota Statutes, section [121A.41, subdivision 10](#), does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. The school administration may not impose consecutive suspensions

against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

- A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
- Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
- The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
- A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
- The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
- In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
- Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

#### Expulsion and Exclusion Procedures

- "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
- "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
- If the school administration has determined that a student shall be expelled or excluded, the school district will follow the policy that has been adopted. To read this policy, please contact the district office.

#### **DISCIPLINE COMPLAINT PROCEDURE**

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

If a person would like to file a complaint they must :

1. Give a written complaint to the superintendent.
2. The written complaint must explain why the complainant believes the school district is not following the school discipline policy. Including where in the policy or in the Minnesota Pupil Fair Dismissal Act the violation is.
3. Once the complaint has been filed, the superintendent will begin the investigation within 3 school days of receiving the complaint.
4. The complainant may provide additional information related to the complaint.
5. The superintendent will issue a written determination to the complainant that addresses each allegation and contains findings and conclusions.

### **DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such a manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

### **RESTRICTIVE PROCEDURES PLAN**

The Sebeka School District does have a Restrictive Procedures Plan. This plan is available in the school office or online.

### **PROGRESSIVE DISCIPLINE GUIDELINES**

To establish continuity and provide for guidance for progressive discipline when behaviors fall short of expectations and violate school policy, the following guidance is provided.

<b>Offense(s)</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>&gt;3 Offenses</b>
<b>Tardiness</b>	4 Tardies-lunch detention and Student Reflection Form	6 Tardies- Detention (30-60 min) and Student Goal Setting Sheet	9 Tardies- Detention (full), Teacher Impact Letter and meeting with Teacher and Admin	12 + Detention Restorative Action Task or In school suspension  Tardies are documented each quarter and reset after each quarter
<b>Skiping Class (AWOL)</b>	Detention (Per period missed/skipped) & Loss of privileges as outlined above	Detention (Per period missed/skipped) & Loss of privileges as outlined above	Detention (Per period missed/skipped) & Loss of privileges as outlined above	Detention (Per period missed/Skipped) & Loss of privileges as outlined above & Parent Conference/Attendance Contract
<b>Vaping (Nicotine Based)</b>	1 Day In-School Suspension & Completion of Re-Education Curriculum	2 Days of In-School Suspension, Referral to Law Enforcement	3 Days of In-School Suspension, Referral to Law Enforcement	Up to 10 Days Out of School Suspension, Referral to Law Enforcement
<b>Drug/Alcohol Use - On Campus</b>	1-3 Days In School Suspension, Referral to Law Enforcement	3-5 Days In or Out of School Suspension, Referral	Up to 10 Days Out of School Suspension, Referral	Possible Expulsion

		to Law Enforcement	to Law Enforcement	
<b>Disrespect toward peer/staff (including harassment of a racial/sexual nature, verbal abuse, inappropriate language)</b>	If major (referred to office), upon investigation results, the student will complete a restorative assignment in an after school detention. Re-entry conference will be held with staff before the student returns to class.	If 2nd major instance (referred to office), upon investigation results, the student will serve an in school suspension and complete a re-entry meeting with staff before the student returns to class. The student will also have a parent meeting with administration. The student will also be referred to the CCY	If 3rd major instance (referred to office), upon investigation results, the student will serve a 1-2 day in school suspension and complete a re-entry meeting with staff before the student returns to class. The student will also have a parent meeting with administration.	If 4th major instance (referred to office), upon investigation results, the student will serve an out of school suspension and complete a re-entry meeting with staff before the student returns to class. The student will also have a parent meeting with administration.
<b>Disruptions to class/school/Non-Compliance</b>	If major (referred to office), upon investigation results, the student will complete a restorative assignment in an after school detention. Re-entry conference will be held with staff before the student returns to class.	If 2nd major instance (referred to office), upon investigation results, the student will serve a detention or in school suspension and complete a re-entry meeting with staff before the student returns to class. Student may be assigned community service within the school setting. The student will also have a parent meeting with administration.	If 3rd major instance (referred to office), upon investigation results, the student will serve a 1-3 day in school suspension and complete a re-entry meeting with staff before the student returns to class. Student may be assigned community service within the school setting. The student will also have a parent meeting with administration.	If 4th major instance (referred to office), upon investigation results, the student will serve an out of school suspension and complete a re-entry meeting with staff before the student returns to class. Student may be assigned community service within the school setting. The student will also have a parent meeting with administration.
<b>Bullying</b>	Upon results of investigation showing that the behavior was targeted, presented an imbalance of power, and conduct was present beyond one occurrence, the student will be issued a cease and desist order and will complete a restorative worksheet in a 2 day in-school	Upon results of investigation showing that the behavior was targeted, presented an imbalance of power, and conduct was present beyond one occurrence, the student will be issued a 3-5 day in-school suspension. A meeting with the student, their parent and administration	Upon results of investigation showing that the behavior was targeted, presented an imbalance of power, and conduct was present beyond one occurrence, the student will be issued a up to 5 days out of school suspension. A meeting with the student, their parent and administration	Upon results of investigation showing that the behavior was targeted, presented an imbalance of power, and conduct was present beyond one occurrence, the student will be issued up to 10 days out school suspension with a potential expulsion referred to the superintendent. A

	suspension. A meeting with the student, their parent and administration will also be held.	will also be held.	will also be held.	meeting with the student, their parent and administration will also be held.
<b>Weapon</b>	5 Day Out of School Suspension, parent meeting with admin  If weapon is a gun or student intends to cause harm on school property the student is suspended for 10 days pending exclusionary proceedings			
<b>Physical assault</b>	1 Day in or out of school suspension (depending on disruption and threat, as determined by administration.) A meeting with the student, their parent(s) and administration will also be held.	2 days in or out of school suspension. A meeting with the student, their parent(s) and administration will also be held.	3-5 days in or out of school suspension.	Up to 10 day out of school suspension. Recommendation for expulsion.
<b>Terroristic Threats</b>	Immediate suspension while the investigation is ongoing. Depending upon the results of the investigation, 10 day out of school suspension pending referral for expulsion.			
<b>Fighting</b>	1 Day in or out of school suspension (depending on disruption and threat, as determined by administration.) A meeting with the student, their parent(s) and administration will also be held.	2-3 days in or out of school suspension. A meeting with the student, their parent(s) and administration will also be held.	4-5 days in or out of school suspension.	Up to 10 day out of school suspension. Recommendation for expulsion.
<b>Vandalism/Property Damage</b>	If material damages, the student will be	If material damages, the student will be	If material damages, the student will be	If material damages, the student will be

	assigned a fee. Contact will be made home. Student(s) will be assigned community service within the school.	assigned a fee. Contact will be made home. Student(s) will be assigned community service within the school. Student(s) will be assigned up to a 5 day in school suspension.	assigned a fee. Contact will be made home. Student(s) will be assigned community service within the school. Student(s) will be assigned up to a 5 day out of school suspension.	assigned a fee. Contact will be made home. Student(s) will be assigned community service within the school. Student(s) will be assigned up to a 10 day out of school suspension and potentially referred for expulsion.
<b>Inappropriate touching/physical contact</b>	The student will serve a 1 day in school suspension and will be assigned restorative community service within the school setting to be completed after school hours.	The student will serve up to a 5 day in school suspension and will be assigned restorative community service within the school setting to be completed after school hours. The student will be referred to the student services team for potential addition of services to address behaviors.	The student will serve up to a 5 day out of school suspension and will be assigned restorative community service within the school setting to be completed after school hours.	The student will serve up to a 10 day out of school suspension and be referred to the superintendent for expulsion.
<b>Administration will use the table above as a guide, but reserves the right to exercise discretion in the issuance of progressive discipline at any time to maintain the order of the school so all students can learn in a safe and positive environment and all staff can work in the same safe and positive environment. Sebeka Public Schools strives to help students learn positive, responsible and respectful behaviors. When students fall short of taught expectations, the above list shall serve as a guide to help reinforce to students the importance of their behavior choices. Correcting the undesired behavior is always the goal within our disciplinary proceedings.</b>				

#### **AFTER-SCHOOL ACADEMIC SUPPORT AND DETENTION**

**After-School Support** - An after-school time designed to offer support to the learner in completing assignments and accomplishing academic goals.

**Detention** - An after-school time designed as a consequence for violating school handbook policy.

**Goals:**

1. To support students to be successful in completing their assignments, getting their high school credits completed and preparing for future employment by following through with daily tasks.
2. To provide the time necessary for students to complete their work under the direct supervision of a licensed teacher.
3. To encourage respect for the rules and regulations of the whole Sebeka School community
4. To foster student behavior that the understanding of the effects of their actions and the impact they have on our school community

**After School Support** - Tuesday and Thursday *only*

- After School Support will be held after school on Tuesday and Thursday each week from 3:20-5:00 unless school is not in session. Teachers will contact parents/caregivers in advance of this assignment to inform them of academic concerns.
- If students do not attend After School Support as assigned, students will be reassigned to the next Tuesday or Thursday. Should students not attend again, further consequences will be determined.

**Detention - Tuesday and Thursday *only***

- Detention will take place after school Tuesday or Thursday each week from 3:20 - 5:00 unless special arrangements are made by the school administration.
- If students do not serve detention, they will be assigned two detention times. If they continue to not attend, they will be assigned half a day of ISS. Should the student not attend again, further consequences will be determined.
- If a student is disruptive during detention, they may be asked to leave. If this occurs, the student will have ISS the next day.

**Detention for Cell Phone Violation-** Mornings Tuesday and Thursday as well as after school Tuesday and Thursday

- A student will be assigned to 30 minutes of detention either before or after school
- If a student fails to serve their detention time, they will be assigned detention after school Tuesday or Thursday for 1.5 hours. If they fail to attend again, further consequences will be determined.

**Assignment of After School Support and Detention:**

- Students will be assigned to After School Support by teachers or administrators when assignments are missing and/or grades are not passing.
- Teachers will contact parents/caregivers to inform them of academic concerns before the After School Support is assigned.
- Students will be assigned to Detention by teachers or administrators when violations of the Sebekah High School Handbook take place.

**Detention Rules:**

- Students must report to the detention room by 3:20 P.M. on the assigned day or may be marked absent (resulting in further consequences).
- If students are attending detention for cell phone violations, they must report to the assigned room by 7:30 (if in the morning) or 3:20 if in the afternoon.
- Students will identify themselves as roll is taken.
- Students must bring schoolwork or something to read along to detention.
- No cell phones or other personal devices may be used during assigned detention.
- Students may not have food or beverage in the detention room.
- Students will not be allowed to talk or interact with other students during detention.
- Students will not be allowed to leave the room for any reason during the assigned detention time.
- If students do not follow the rules for detention, they will be asked to leave and will not be given credit for that day's detention.

Students must make arrangements for transportation on days when assigned detention. Students failing to report to detention may face further consequences.

**ISS - IN SCHOOL SUSPENSION**

In-school suspension (ISS) is an alternative setting that removes students from the classroom for a period of time, while still allowing students to attend school and complete their work. Generally, a student assigned to in-school suspension spends the entire day in the designated ISS location, completing work submitted in advance by the student's teachers, while being monitored by school staff.

Students serving time in ISS are not permitted to have any technology devices available unless deemed appropriate by school staff. Students in ISS for a full day will have a regular lunchtime (though not with their peers) but will not be allowed to have food or beverage items except water with them per our school's food and pop policy.

### **OSS - SUSPENSION / EXPULSION**

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by [MSA 121A. 40 – 121A.56](#), more commonly known as the Minnesota Pupil Fair Dismissal Act.

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

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

Students may be summarily suspended from school for one day by the principal. Students may be suspended for two to five days by the principal following a brief hearing in the office.

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

### **WEAPONS POLICY**

All weapons and weapon replicas (toy guns, knives, etc.) should be kept at home. Should a student realize that such a toy or even a farm tool such as a pocket knife was accidentally brought to school, the student should immediately report to administration with the item and ask for "safe harbor" stating the reasoning why the item was inadvertently brought to school. Any student bringing a firearm to school will be automatically suspended for one calendar year per state law. Alternative placement for the student will be made.

In 1996, legislation was passed mandating one calendar year expulsion for any student bringing a firearm to school. Other weapons may draw a similar penalty. Civil action may also apply.

**PURPOSE:** The purpose of this policy is to assure a safe school environment for students, staff and the public.

**GENERAL STATEMENT OF POLICY:** No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

#### **DEFINITIONS:**

##### **Weapon:**

1. A "weapon" means an object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No student shall use articles designed for other purposes (e.g. belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
4. No student shall use terrositic threats or claim they have a weapon on them, in their locker, car, etc.



**School Location:** “School Location” includes a school building, school grounds, school activities or trips, bus stops or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

**Possession:** “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the Principal’s office shall not be considered to possess a weapon.

**Consequences for Weapon Possession/Distribution:**

The School District and the school take a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing shall include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of the police;
4. Parent or guardian notification; and
5. Recommendation to the Superintendent of dismissal for not to exceed one year.

**Policy Application to Instructional Equipment/Tools:**

While the School District and the school take a firm “Zero Tolerance” position on the possession, use, and distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used or stored, shall not be considered in violation of the rule against possession, use, and distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

**Administrative Discretion:**

While the School District and the school take a firm “Zero Tolerance” position on the possession, use and distribution of weapons by students, the Superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **BULLYING PROHIBITION POLICY**

**PURPOSE**

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

**GENERAL STATEMENT OF POLICY**

- An act of bullying, by either an individual student or a group of students, is expressly prohibited
  1. on the school premises, at the school functions or activities, on the school transportation;
  2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
  3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

- A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.
- No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying
- Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy
- Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited
- False accusations or reports of bullying against another student are prohibited.
- A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school's policies and procedures, including the school's discipline policy. The school may take into account the following factors:
  1. The developmental ages and maturity levels of the parties involved;
  2. The levels of harm, surrounding circumstances, and nature of the behavior;
  3. Past incidences or past or continuing patterns of behavior;
  4. The relationship between the parties involved; and
  5. The context in which the alleged incidents occurred.

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

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

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

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

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

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

“bullying” specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- “Immediately” means as soon as possible but in no event longer than 24 hours.
- “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
  1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- “Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- “Prohibited conduct” means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .
- “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- “Student” means a student enrolled in a public school or a charter school.

## **REPORTING PROCEDURE**

- Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an administrator or online on the school’s website. A person may report bullying anonymously. However, the school may not rely solely on an anonymous report to determine discipline or other remedial responses.
- The school district encourages the reporting party or complainant to use the report form available from the principal or Dean of Students, but oral reports shall be considered complaints as well.
- The principal or Dean of Students (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building

report taker shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- The school will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### **SCHOOL ACTION**

- Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school shall undertake or authorize an investigation by the building report taker.
- The building report taker or other appropriate school officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- The school is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

#### **RETALIATION OR REPRISAL**

The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited

conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

#### **NOTICE**

- The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

#### **HARASSMENT AND VIOLENCE**

**PURPOSE:** The purpose of this policy is to maintain a learning and working environment at Sebeka High School that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

#### **GENERAL STATEMENT OF POLICY**

- The policy of Sebeka High School is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- A violation of this policy occurs when any student, teacher, administrator, or other school personnel harasses a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school.)
- A violation of this policy occurs when any student, teacher, administrator, or other school personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- The school will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.
- Because there are multiple, overlapping laws governing the school's response to allegations of sexual harassment, all allegations of sexual harassment are subject to Policy 522.

## DEFINITIONS

- “Assault” is:
  1. an act done with intent to cause fear in another of immediate bodily harm or death;
  2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
  1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
  3. otherwise adversely affects an individual’s employment or academic opportunities.
- “Immediately” means as soon as possible but in no event longer than 24 hours.

### Protected Classifications; Definitions

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

### Sexual Violence; Definition

- Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- Sexual violence may include, but is not limited to:
  1. touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;
  2. coercing, forcing, or attempting to coerce or force the touching of anyone’s intimate parts;
  3. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on

another; or

4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

## REPORTING PROCEDURES

- Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school may not rely solely on an anonymous report to determine discipline or other remedial responses.
- The school district encourages the reporting party or complainant to use the report form available from the principal or Dean of Students of each building or available from the school district office, but oral reports shall be considered complaints as well.
- Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- The building principal, or Dean of Students (hereinafter the “building report taker”) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- The school board hereby designates David Kerkvliet, superintendent, as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the School Board Chair.
- The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter’s future employment, grades, work assignments, or educational or work environment.

- Use of formal reporting forms is not mandatory.
- Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- False accusations or reports of violence or harassment against another person are prohibited.
- A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

## **INVESTIGATION**

- By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **SCHOOL DISTRICT ACTION**

- Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- The school district is not authorized to disclose to a victim private educational or personnel data regarding an



alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

### **RETALIATION OR REPRISAL**

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

### **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

### **HARASSMENT OR VIOLENCE AS ABUSE**

- Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

### **DISSEMINATION OF POLICY AND TRAINING**

- This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- This policy shall appear in the student handbook.
- The school district will develop a method of discussing this policy with students and employees.
- The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- This policy shall be reviewed at least annually for compliance with state and federal law.

## **SEX NONDISCRIMINATION POLICY, TITLE IX GRIEVANCE PROCEDURE AND PROCESS**

### **GENERAL STATEMENT OF POLICY**

The school district prohibits discrimination on the basis of sex in all forms, including sexual harassment.

- The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity

extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment

### **SEX DISCRIMINATION COMPLAINTS NOT INVOLVING SEXUAL HARASSMENT**

Complaints of sex discrimination that do not constitute sexual harassment, as defined below, or retaliation from making a complaint of sexual harassment, should be reported to the building principal or building supervisor. The building principal or supervisor is then responsible for notifying the school district's Title IX Coordinator of the complaint. If a complaint involves the building principal or supervisor, it should be reported directly to the Title IX Coordinator. The Title IX Coordinator will ensure an investigation is completed in accordance with the requirements of applicable school district policies. The district's Title IX Coordinator is the Superintendent of Sebeka School, David Kerkvliet. The Title IX Coordinator's contact information is David Kerkvliet, Address: Sebeka School, 200 1st Street NW, Sebeka, MN 56477. Phone Number: 218-837-5101 ext 125. Email: [dkerkvliet@g.sebeka.k12.mn.us](mailto:dkerkvliet@g.sebeka.k12.mn.us)

### **GENERAL POLICY PROHIBITING SEXUAL HARASSMENT**

- The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- This policy applies to sexual harassment that occurs within the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities
- Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is Superintendent, David Kerkvliet. Contact information: 218-837-5101 ext 125; Email: [dkerkvliet@g.sebeka.k12.mn.us](mailto:dkerkvliet@g.sebeka.k12.mn.us) Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
- The effective date of this policy is immediately upon adoption, and it applies to alleged violations of this policy occurring on or after August 14, 2020.

### **DEFINITIONS**

- "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- "Education program or activity" means locations, events, or circumstances over which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and includes school district education programs or activities that occur on or off of school district property.
- "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
  1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
  2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
  3. A parent or guardian of a child younger than 18 years old may file a formal complaint on behalf

of their child.

- “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- “Relevant questions” and “relevant evidence” are questions, documents, statements, physical items, or information that are related to the allegations raised in a formal complaint and have any tendency to make the allegations more or less likely to be true. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions or evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible for sexual harassment. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
  1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual’s participation in unwelcome sexual conduct);
  2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
  3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work or school locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
  1. “Title IX Coordinator” means an employee of the school district that is designated and authorized to coordinate the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
  2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Title IX Coordinator, Decision-maker, or the Appellate Decision-maker in that formal complaint. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
  3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker for a formal complaint cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker in that formal complaint. The Decision-maker may be an

- administrator, supervisor, or other individual qualified to determine and impose appropriate remedies if a determination of responsibility is made.
4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker for a formal complaint cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker in that formal complaint. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
  5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and Informal resolution facilitator, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and Informal resolution facilitator.

## **REPORTING PROHIBITED CONDUCT**

- Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment should report the alleged acts as soon as possible to the Title IX Coordinator.
- Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

## **RETALIATION PROHIBITED**

- Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- Any person may submit a report or formal complaint alleging retaliation to the Title IX Coordinator in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment.
- Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

## **DISSEMINATION OF POLICY**

- This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- The school district must provide applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following: The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
  1. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
  2. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
  3. Notice of the school district's grievance procedures and grievance process referenced in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

## **RECORDKEEPING**

- The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
  - The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
  - The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
  - If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
  - The documentation of certain bases or measures does not limit the school district in the future from providing additional explanations or detailing additional measures taken.
- The school district must also maintain for a period of seven calendar years records of:
  - Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the school district's education program or activity;
  - Any appeal and the result therefrom;
  - Any informal resolution and the result therefrom; and
  - All materials used to train Title IX Personnel.

## **GRIEVANCE PROCEDURE AND PROCESS**

The grievance procedure and process adopted by the school district shall be included with the Policy as an addendum, and may be reviewed and revised as deemed appropriate by the school district

## **TITLE IX GRIEVANCE PROCEDURE AND PROCESS**

### **GENERAL STATEMENT OF POLICY**

- The school district prohibits discrimination on the basis of sex in all forms, including sexual harassment.
- The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity

extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment

### **SEX DISCRIMINATION COMPLAINTS NOT INVOLVING SEXUAL HARASSMENT**

Complaints of sex discrimination that do not constitute sexual harassment, as defined below, or retaliation from making a complaint of sexual harassment, should be reported to the building principal or building supervisor. The building principal or supervisor is then responsible for notifying the school district's Title IX Coordinator of the complaint. If a complaint involves the building principal or supervisor, it should be reported directly to the Title IX Coordinator. The Title IX Coordinator will ensure an investigation is completed in accordance with the requirements of applicable school district policies. The district's Title IX Coordinator is the Superintendent of Sebeka School, David Kerkvliet. The Title IX Coordinator's contact information is David Kerkvliet, Address: Sebeka School, 200 1st Street NW, Sebeka, MN 56477. Phone Number: 218-837-5101 ext 125. Email: [dkerkvliet@g.sebeka.k12.mn.us](mailto:dkerkvliet@g.sebeka.k12.mn.us)

### **GENERAL POLICY PROHIBITING SEXUAL HARASSMENT**

- The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- This policy applies to sexual harassment that occurs within the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities
- Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is Superintendent, David Kerkvliet. Contact information: 218-837-5101 ext 125; Email: [dkerkvliet@g.sebeka.k12.mn.us](mailto:dkerkvliet@g.sebeka.k12.mn.us) Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
- The effective date of this policy is immediately upon adoption, and it applies to alleged violations of this policy occurring on or after August 14, 2020.

For more questions about the Title IX procedure or how to file a complaint, please contact the Title IX Coordinator

## **SEBEKA PUBLIC SCHOOL DISTRICT ACCEPTABLE USE POLICY** **APPROPRIATE USE OF THE DATA NETWORK**

### **POLICY DESCRIPTION AND OVERVIEW**

#### **A. Internet Privilege:**

1. Sebeka Public School provides employees and students with access to the District's electronic communication system or Network, which includes Internet Access.
2. The Internet has a limited educational purpose. The use of the Internet is a privilege, not a right. Depending on the nature and degree of a violation and the number of previous violations, unacceptable use of the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payment for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion or termination of employment; and/or civil or criminal liability under other local, state and federal law. The purpose of the Internet is to assist in preparing students for continued education and work in the 21<sup>st</sup> century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Additionally, the internet will be used to increase intra-district communication, enhance productivity, and encourage District employees to enhance their skills through greater exchange of information with their peers. The internet will also assist the District in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.
3. Users may not use the Internet for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or services through the Internet.

4. The term “educational purpose” includes the use of the Internet for classroom activities, professional or career development, and limited high-quality self-improvement activities.

#### **B. District Responsibilities:**

1. The District Technology Coordinator & Superintendent will serve as the contact to oversee the Internet and will work with the Minnesota Department of Education as necessary, providing the district with current opportunities in technology.
2. The Building Principal will serve as the building-level contact for the Internet and manage the interpretation and enforcement of the Acceptable Use Policy within the building. The Technology Coordinator will notify teachers and staff of training opportunities so they may receive instruction in the use of the Internet, the requirements of this policy and assist in establishing a system of supervision of students using the Internet.
3. The District Technology Coordinator will establish a process for setting-up class/organization accounts, establish a retention schedule and establish a District virus protection process.

#### **C. Technical Services Provided through the Network:**

1. **World Wide Web** -The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from around the globe. The Web is a valuable research tool for students and employees.
2. **Internet Filter** - The District will acquire software designed to block access to certain sites. The district will also install and maintain software applications to monitor the use of the network and the access of employees, students, and guests to the world wide web.

#### **D. Access to the Network:**

The District’s Acceptable Use Policy as part of the District Policy Manual shall govern all use of the District data network. The student handbook and District Policy Manual will also govern student use of the Internet. Employee use of the Network shall be governed by any Collective Bargaining Agreements and the District Policy Manual.

1. **World Wide Web** - All District employees will have Internet access. Students will have access to the Web through the District’s networked computers. Parents may specifically request that their child or children not be provided such access by notifying the District in writing.
2. **Student Internet Access** - Students may have access to Internet World Wide Web information resources through their classroom, library, or school computer lab when assisted by a classroom teacher upon the return of a consent form completed by their parent or guardian.

#### **E. District Limitation of Liability**

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Internet will be error-free or without defect. Access and utilization of the Internet will be at the user’s own risk and this system is provided on an “as is, as available” basis. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the Internet. The School District will not be responsible for financial obligations or other liabilities arising from the unauthorized use of the Internet.

By utilizing the internet, the user agrees that if the internet is used in an unauthorized manner, including incurring unauthorized financial obligations, the user shall release and indemnify the school district from all such obligations.

#### **F. Personal Responsibility:**

When you are using the Internet, it may seem as though you are anonymous and may easily break a rule and not be held accountable. This is not true. Whenever you do something on a network you leave “electronic footprints” illustrating where you have been, when you were there and what you have done. The School District has installed a monitoring utility on each PC in the district. This application maintains a detailed log of the locations the user has accessed on the internet. These log files record the URL, date and time accessed.

The fact that you can do something, or think you can do something without being held accountable does not make it right to break the rules. There is always one person who will know you have done wrong—that person is you. Your use of the Internet is a mirror directly reflecting to you and the rest of the world the quality of the person you are.

#### **G. 1:1 Chromebooks**

Students in grades 9-12 will be issued a Chromebook and charger at the beginning of the school year. Each Chromebook is specifically assigned to that student and they are responsible for maintaining it in good condition. This means that the Chromebook must be charged at the beginning of each school day. Students will be held accountable for any damage to their Chromebook. This may include a fee for repairs or a replacement fine. Chromebooks and chargers will be collected at the end of the school year. If a student does not turn in a charger, they will be fined.

#### **H. Due Process:**

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the Internet.
2. In the event there is an allegation that a student has violated the District's Acceptable Use Policy, disciplinary actions will be administered in accordance with the Student Acceptable Use Policy and the disciplinary code set forth in the Student Policy Handbook.
3. Disciplinary actions shall be appropriate for the specific concerns related to the violation, assisting the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the District Policy Manual, the violation will be handled in accord with the applicable provision of the stated policy.
4. Employee violations of the District's Acceptable Use Policy will be handled in accordance with the District Policy Manual and any applicable Collective Bargaining Agreements.
5. A student's right to free speech, as set forth in the District Policy Manual applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your right to opinions unless they infringe on the rights of others.

#### **I. Search and Seizure**

1. System users have limited privacy in the contents of their personal files on the District network. By authorizing the use of the network, the school district does not relinquish control over materials on the system or contained in files on the system.
2. Routine maintenance and monitoring of the network may lead to the discovery that the user has or is violating the District's Acceptable Use Policy, the District Policy Manual, or the law.
3. An individual investigation or search will be conducted if there is reasonable suspicion indicating probable cause that a user has violated the law or the District Policy Manual. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
4. Data, materials or files stored and maintained on the network by District employees, guest users and students may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act. A parent or guardian has the right, at any time, to request to see the contents of their student's email files.
5. The School District will fully cooperate with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the network.

#### **J. Copyright and Plagiarism:**

1. Policies on plagiarism will govern the use of material accessed through the internet.
2. Teachers will instruct students in appropriate research and citation practices.

#### **K. Academic Freedom, Selection of Material, Rights to Free Speech**

1. District policies on copyright will govern the use of material accessed through the internet. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the



material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

2. District policies on Academic Freedom and Free Speech will govern the use of the Internet.
3. When using the Internet for class activities, teachers will select age-appropriate material that is relevant to the course objectives. Teachers will preview the materials and sites they require students to access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in activities effectively and properly. Teachers will assist their students in developing the skills to discern the accuracy and truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
4. A student's right to free speech, as set forth in the District Policy Manual also applies to communication on the Internet. The network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your right to opinions unless they infringe on the rights of others.

#### **L. District Website**

The websites hosted on the School District WWW and E-Mail server are a limited public forum. Students and staff involved in the development and maintenance of this website, related pages and links are prohibited from publishing matters or materials that are obscene, libelous, slanderous, that promote or advertise products or services which are not permitted for minors, which encourage students to commit illegal acts or which disrupt the orderly operation of the school or school activities, or which express or advocate sexual, racial or religious harassment, violence or prejudice.

1. **District Website** - The District has established a Website and will develop Web pages that will present information about the District. The District Technology Coordinator will manage the access and development of the site.
2. **School or Class Web Pages** - Schools and classes may establish Webpages that present information about the school or class activities. The building principal will designate an individual to be responsible for managing the school website. Teachers will be responsible for maintaining their class site.
3. **Student Web Pages** - With the approval of the Technology Coordinator, students may contribute material to the district web page. The principal will establish a process and criteria for the development and posting of material, including pointers to other sites, on these pages. Material presented on the student's website must be related to the student's educational and career preparation activities.
4. **Extracurricular Organization Web Pages** - With the approval of the Technology Coordinator, extracurricular organizations may establish web pages. The Technology Coordinator will establish a process and criteria for the development and posting of material, including pointers to other sites, on these pages. Material presented on the organization webpage must relate specifically to organization activities and will include student-produced material. Organization web pages must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to the District."

### **DISTRICT ACCEPTABLE USE POLICY**

#### **A. Personal Safety for Users**

1. Users shall not post private information about another person or personal contact information about themselves or other persons. Infringement on another person's right to privacy includes, but is not limited to: an unreasonable intrusion on a person's physical solitude or seclusion; a private fact about an individual; portraying an individual in a false light before the public; or appropriating a person's likeness. Personal contact information includes, but is not limited to, addresses, telephone numbers, work addresses, identification numbers, account numbers, access codes or passwords.
2. Users shall not re-post a message that was sent to the user privately without the permission of the person who originated the message.

3. Users will promptly disclose to the Technology Coordinator any message they receive that is inappropriate or makes them feel uncomfortable.

#### **B. Prohibited and Potentially Illegal Activities**

1. Users will not attempt to gain unauthorized access to the network or to any other computer system through the network or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files, even if only for the purposes of "browsing".
2. Users will not make deliberate attempts to disrupt their computer or the network system performance by changing or destroying data or knowingly propagating computer viruses.
3. Users will not use the network to engage in any other illegal act, including but not limited to such activities as arranging for the sale of drugs or the purchase of alcohol and tobacco, engaging in criminal gang activity, threatening the safety or well-being of another person, the school property and activities held within the district.

#### **C. System Security**

1. Users will immediately notify the Technology Coordinator if they have identified a possible security problem. Users WILL NOT hunt for or browse the network for security problems. These actions are prohibited.
2. Users will not download software applications, new desktop wallpaper, unauthorized audio or video clips or any inappropriate materials that may compromise the reliability or normal function of their machine or the network. Students will not, for any reason, turn off the power or interrupt the power service to any machine in the District. These actions are considered vandalism & graffiti and are subject to discipline as outlined in the District Policy Manual, the student discipline code and any Collective Bargaining Agreements. Such conduct may result in the immediate revocation of user privileges.
3. Users will not use the network to vandalize, damage or disable the property of another person or organization, make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware, wiring, and infrastructure or take action to violate the School District's system security, and will not use the network in such a way as to disrupt the use of the system by others.

#### **D. Inappropriate Language**

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
2. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, discriminatory, abusive, intimidating, sexually explicit, degrading or inappropriate or disrespectful language.
3. Users will not post information that could cause damage or a danger of disruption.
4. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
5. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Harassment issues will be handled in accordance with the District Policy Manual and all local, state and federal laws.
6. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

#### **E. Respecting Resource Limits**

1. Users will utilize the network only for educational and professional or career development activities. Users will not use the internet to access, review, upload, download, store, print, post or distribute materials that use language or images that are inappropriate in an educational context or that are not central to the educational process and will not post information or materials that could cause damage or danger of disruption to the network system.
2. Users will not download large files unless absolutely necessary. When necessity dictates, users shall contact the Technology Coordinator or Course Instructor who will download the file at a

time when the network is not being heavily used and immediately remove the file from a network computer to their personal computer.

3. Do not print directly from the Web. Please “cut & paste” relevant research and excerpts to a word processor before printing.

#### **F. Plagiarism and Copyright Infringement**

1. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
2. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
3. Student copyright infringement and plagiarism will be handled in accord with the student handbook policies and disciplinary consequences.

#### **G. Inappropriate Access to Material**

1. Users will not use the internet to access material that is profane, obscene (pornography) or sexually explicit material, material that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Reviewing, uploading, storing, printing, posting or distributing such materials on or through the network is strictly prohibited. If any user inadvertently accesses inappropriate materials they should make the Technology Coordinator aware of the instance. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy and allow for system monitoring and the expedient removal of the inappropriate material. A special exception may be made for hate literature if the purpose of a student’s access is to conduct constructive research and both the teacher and parent have approved.
2. Users will not use the network for the conduct of business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods and/or services or for product advertisements.
3. Users will not use the internet to purchase goods or services for personal use without authorization from the District Superintendent.
4. Improper use of AI with assignments or in use in any form or bullying or harrassment is prohibited and the student(s) will be given the proper consequences.

### **SOCIAL NETWORKING SITES**

As a student at Sebeka High School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important that the Sebeka students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any online social network sites and/or digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as your Student Handbook. As a Sebeka student, you must be aware of your Student Handbook regulations and expectations of our said extracurricular programs. Ignorance of these regulations does not excuse students from adhering to them.

Teachers and staff members will closely monitor the use of technology by students throughout the school day.

#### **Guidelines for Students:**

These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment. As a student at Sebeka School you should:

- Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for the information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes the property of the website and public record.
- Be aware that community members, family, and potential current and future employers and college admissions offices often access the information you place on an online social networking site. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
- Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. Online social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
- Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
- Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc...is liable for your actions as a minor as well.

#### **Things students should avoid:**

- Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers, or coaches; student-athletes, administrators or representatives of other schools.
- Demeaning statements about or threats to any third party- (including support of demeaning statements and threats.) Don't respond to these.
- Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that *anything* you post online enters the public record. You never know who may be looking and when.

Students, Parents, and Guardians let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Dean of Students. Social Networking violations/consequences may follow under two categories: general violation and serious violation.

#### **SOCIAL MEDIA - GENERAL VIOLATIONS**

##### **Steps to be taken for general violations:**

**1st Offense:** Student warned and/or removed from the computer. Parent/Guardian notified by instructional staff.

**2nd Offense:** Student warned and/or removed from the computer. Instructional staff notifies parents and administration. The student is suspended from network use for a period of time at the discretion of the Administrator. The administrator works with the Tech Director to suspend student access to the account. Parents notified by the administration. Consequences may include probation of computer use for a specified time frame.

**3rd Offense:** Referral to Administration for appropriate action.

#### **SOCIAL MEDIA - SERIOUS VIOLATIONS**

**Consequences for serious violations** - Serious violations are reported directly to an Administrator by teacher or staff through the referral process.

Appropriate action may include:

- Parent contact
- Network privileges revoked immediately
- Detention
- In School Suspension
- Suspension with possible recommendation for expulsion and network privileges revoked
- Criminal charges pending investigation by school administration

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student-related issues and concerns in such matters.

### **HAZING PROHIBITION**

Sebek Public School forbids any type of hazing in regard to students and staff. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Reporting procedures and investigation will be consistent with procedures regarding sexual harassment. Upon completion of the investigation, the school district will take appropriate action. Such action may include but not limited to; warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

## **VII. ATHLETIC ELIGIBILITY REGULATIONS & POLICIES**

### **EXTRACURRICULAR ELIGIBILITY POLICY**

The purpose of this policy is to encourage a student’s commitment to his or her education at Sebek School. Students will be held accountable for their academic progress, citizenship, and attendance.

#### **I. Eligibility Policy:**

##### **A. School Attendance**

All participants must be in attendance a ½ day of school to be eligible to participate or practice in activity during that day. Students are expected to be in school all day the day after an event or contest. Any exceptions will be by the coach’s authority with the Activities Director or Principal’s approval. Unexcused tardies during the first period and the periods following noon hour are considered as not being in attendance all day.

The following exceptions to this rule:

1. Prior approval from the Principal, Dean of Students or Activities Director; or
2. Emergency absences

The Principal, Dean of Students or Activities Director will determine whether or not the athlete is excused. If an athlete has missed part or all of the school day and still participates in practice or an event, and later it is found that the athlete participated, that athlete will:

1. If the student participated in practice, they will miss the next practice or event, whichever comes first.
2. If they participated in an event, they will miss the next event.

##### **B. Academic Eligibility:**

1. Students must be making satisfactory progress toward graduation.
2. If a student receives a failing grade on a quarter class, he/she is ineligible to participate for two school weeks commencing with the day report cards are issued and they must be passing in the course to become eligible following the 2 weeks. If a student receives a failing grade in a quarter class he/she is ineligible to participate for 2 school weeks. The teacher will identify failures within 2 school days of the end of the quarter.

3. If a student receives an incomplete on their report card, he/she is ineligible to participate until the incomplete becomes a passing grade.
4. Due to the inconsistency of the grading for students who are taking online college classes, it will be at the discretion of the Principal to determine if a college student is ineligible.
5. Sebekas Schools recognizes that studies consistently show participation in band and/or choir to be beneficial to a student's academic performance in all subjects. Sebekas Schools also recognizes that unlike sporting events, a substitute cannot take the place of a student in an instrumental or vocal contest due to the specific preparation needed for each individual part. Therefore, when one student is not able to compete, it becomes a detriment to the entire ensemble.

For these reasons, students involved in band or choir will not be deemed ineligible to participate in band or choir competitions due to academic performance in other subjects, provided they complete the following:

- A student with an incomplete or failing grade must give a written description of their situation regarding each failing grade or incomplete, along with their written strategy for resolving the issue. This form must be signed by the student, a parent, the instructor in the failing class as well as by the band director and turned in to the principal prior to the date of the competition.

### **C. Restricted/Ineligibility List - GRADE CHECKS:**

The restricted list will fall into two categories:

1. Students failing classes – Students failing classes will not be able to participate in activities while on the failing list. This will be assessed at midterm and again between the 6th & 7th weeks of the quarter. Ineligibility will go into effect the day that the list is shared with the Activities Director, Dean of Students, administration, and staff. Students will be ineligible to participate until a passing grade is attained and verified during the course of a grading period; however, any student who has a failing grade at the end of the quarter will be ineligible for a period of two weeks.
2. Students behind in their work – Students behind in their work are notified as a reminder they need to get work in on time or their grade will result in a failing grade. Students behind in their work will be able to participate in activities. Students behind in their work will be assigned to after-school support, and in some cases, may miss their extracurricular activity practice.

### **D. Citizenship Eligibility:**

1. Students with delinquent detention will not be allowed to play or practice.
2. Students will be considered delinquent in detention if they do not serve detention on the assigned date unless satisfactory arrangements have been made between parents and Principal.
3. Non-competitive presentations, displays or events are not covered by this policy. Examples: Concerts, Art Shows, All-School Plays, FFA Banquet, intrasquad games.
4. Coach/Advisor policies will govern.

### **E. Drug and Alcohol Violations**

Follow the MSHSL penalties for Category I, II, and III activities. Athletes must report to practice every day or drop the sport during the period of ineligibility.

### **2024-2025 ADMISSION FEES**

Adult single event price	\$8.00
Non-Sebekas K-12 student single event price	\$5.00
Season Ticket – All events for any sport	
• Adult season ticket	\$50.00

Senior Citizen (65 years old) passes are available free at the school.

Students are defined as currently attending school in grades K-12. College students will be charged student prices when they present their current college ID.

All students and staff get into our HOME events for free. Students 4th grade and younger are required to be accompanied by an adult. This is a one-time admission. If students leave the school campus during an event, the student is not allowed to return without paying the regular admission fee.

### **SPORTSMANSHIP**

We have a fine reputation for sportsmanship at Sebeka. We have received many nice letters from neighboring schools and from referees complimenting us on the conduct of our student body at home and out of town. This is a wonderful reputation to have in our area and in our state. This is to be respected by spectators as well as participants. Let us carry on with this tradition in good sportsmanship and always conduct ourselves as ladies and gentlemen.

### **RULES TO BE OBSERVED AT ALL ATHLETIC EVENTS**

- Students are not to be walking around while the contest is in progress.
- Do not go out on the gym floor.
- Running in the halls, stomping on the bleachers, or horseplay will not be allowed. Students in violation of rules will be asked to leave.
- All students are expected to be good sports fans, win or lose. Help cheer for the Trojans!
- When we are the visiting team, all students should behave their best. You are representatives of Sebeka High School.

### **STUDENT CODE OF RESPONSIBILITIES**

Participation in interscholastic and all school activities is a privilege, which is accompanied by responsibility. As a student participant in League and school-sponsored activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

### **MSHSL ATHLETIC POLICIES**

#### **I. SEXUAL HARASSMENT AND SEXUAL VIOLENCE:**

**RULE:** Also, the Minnesota High School League (MSHSL) believes that all individuals should be treated with respect and dignity. Students should be able to participate in League sponsored activities in an environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for a student to harass a person through conduct or communication that is determined to be sexual harassment or sexual violence as defined by this policy.

#### **MSHSL VIOLATIONS BY SEBEKA ATHLETES**

Any student/athlete who violates the MSHSL substance policy/agreement during an athletic season (the season is defined by the 1<sup>st</sup> day of practice until the elimination of that individual and/or team in the playoffs) will follow the following Sebeka School adopted policy:

##### **Academic:**

1. Attendance is mandatory all day for a student to attend practice and/or to participate in a game or activity.
2. The participant must be in attendance all day on Friday to participate in an activity on Saturday.
3. Unexcused tardies/absences during the first period and periods following noon hours are considered as not being in attendance all day.
4. Excused absences are at the discretion of the Principal.

##### **Character Violation**

Character violations occur when a student is not in good standing by MSHSL standards. Definition: The term “Good Standing” shall mean that the student is eligible under all of the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

#### **Student Code of Responsibilities**

Participation in interscholastic activities is a privilege that is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

**Penalty** A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school superintendent, principal, dean of students or activities director acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. The superintendent, principal, dean of students or activities director have the authority to determine the length of the penalty based on the actions causing the student to not be in good standing.

**Chemical:**

**First Violation**

2 weeks or 2 events– whichever is greater including the following requirements:

- a. Complete alcohol/drug counseling with the school counselor
- b. Complete report on drug use
- c. Public apology to team and coach

**Second Violation**

4 weeks or 4 events– whichever is greater including the following requirements:

- a. Complete alcohol/drug counseling with a counselor
- b. Complete report on drug use
- c. Public apology to team and coach

**Third Violation**

6 weeks or 6 events whichever is greater including the following requirements:

- a. Complete alcohol/drug counseling with a counselor
- b. Complete report on drug use
- c. Public apology to team and coach

**CATEGORY I ACTIVITIES:** MSHSL sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League sponsored tournaments: 1) Athletic Activities 2) Fine Arts Activities - Debate and Speech activities including One-Act Play – when a school schedules a season of interscholastic contests

**FIRST VIOLATION-CATEGORY I:**

**Penalty:** After confirmation of the first violation, the student shall lose eligibility for the next 2 events or 2 weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Before being readmitted to activities following suspension for the first violation, the student must meet with the school counselor to receive information about the effects of mood-altering chemicals.

**SECOND VIOLATION-CATEGORY I:**

**Penalty:** After confirmation of the second violation, the student shall lose eligibility for the next 4 events or weeks, whichever is greater in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

Before being readmitted to activities following suspension for the second violation, the student must show evidence in writing that she/he has sought and received counseling from a community agency or professional individuals such as a drug counselor, medical doctor, psychiatrist or psychologist.



### **THIRD AND SUBSEQUENT VIOLATIONS-CATEGORY I:**

**Penalty:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next 6 consecutive interscholastic events or 6 weeks, whichever is greater in which the student is a participant.

If after the third or subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in activities after a minimum period of six weeks. Such certification must be issued by the director or counselor or chemical treatment center.

### **AND**

Before being readmitted to activities following suspension for the third violation, the student must show evidence in writing that she/he has sought and received counseling from a community agency or professional individuals such as a drug counselor, medical doctor, psychiatrist or psychologist.

**CATEGORY II ACTIVITIES:** MSHSL sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments including 1) Speech activities including One-Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series. 2) Music Activities 3) Visual Arts Activities and 4) Clay Target

### **FIRST VIOLATION-CATEGORY II:**

**Penalty:** After confirmation of the first violation, the student shall lose eligibility for 2 weeks, or one (1) public or League event, whichever is greater, not to exceed one season (or year) for that activity.

Before being readmitted to activities following suspension for the first violation, the student must meet with the school chemical counselor, or team for assessment and receive information about the effects of mood-altering chemicals.

### **SECOND VIOLATION-CATEGORY II:**

**Penalty:** After confirmation of the second violation, the student shall lose eligibility for 4 weeks, or two (2) public or League events, whichever is greater, not to exceed one season (or year) for that activity.

Before being readmitted to activities following suspension for the second violation, the student must show evidence in writing that she/he has sought and received counseling from a community agency or professional individuals such as a drug counselor, medical doctor, psychiatrist or psychologist.

### **THIRD AND SUBSEQUENT VIOLATIONS-CATEGORY II:**

**Penalty:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next 6 weeks, or 3 public or League events, whichever is greater, not to exceed two seasons (or years) or an activity.

If after the third or subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in activities after a minimum period of six weeks. Such certification must be issued by the director or counselor or chemical treatment center.

Before being readmitted to activities following suspension for the third violation, the student must show evidence in writing that she/he has sought and received counseling from a community agency or professional individuals such as a drug counselor, medical doctor, psychiatrist or psychologist.

**CATEGORY III ACTIVITIES-**Activities that are not league sponsored but are school sponsored. These activities include but are not limited to BPA, SkillsUSA, FFA, FCCLA, eSports, public performances in music, pep band, school plays, National Honor Society banquets, awards programs, homecoming royalty and other homecoming activities. (Graduation is exempt from this policy for seniors). If, however, the school sponsored activity is grade-related, an exception may be made if the consequence takes place during the violation timeframe.

### **FIRST VIOLATION-CATEGORY III EVENTS:**

**Penalty:** Ineligible to participate in any of the above activities for two (2) school weeks (minimum of one event) after confirmation of the violation.

Before being readmitted to activities following suspension for the first violation, the student must meet with the school chemical counselor, or team for assessment and receive information about the effects of mood-altering chemicals.

### **SECOND VIOLATION-CATEGORY III EVENTS:**

**Penalty:** Ineligible to participate in any of the above activities for four (4) school weeks after confirmation of the violation.

Before being readmitted to activities following suspension for the second violation, the student must show evidence in writing that she/he has sought and received counseling from a community agency or professional individuals such as a drug counselor, medical doctor, psychiatrist or psychologist.

### **THIRD AND SUBSEQUENT VIOLATIONS-CATEGORY III:**

**Penalty:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next 6 weeks, or 3 public or League events, whichever is greater, not to exceed two seasons (or years) or an activity.

If after the third or subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in activities after a minimum period of six weeks. Such certification must be issued by the director or counselor or chemical treatment center.

Before being readmitted to activities following suspension for the third violation, the student must show evidence in writing that she/he has sought and received counseling from a community agency or professional individuals such as a drug counselor, medical doctor, psychiatrist or psychologist.

**If a student is involved in Category I, II and III activities, the student must meet the consequences of all three categories. Once the student meets the consequences in a specific category, they will be allowed to participate in that category only.**

**A student cannot elect to participate in an activity as a means to shorten the time he/she misses as a result of a violation. If a sports season has started and the student has not registered for the sport, they cannot then go out for the sport in an attempt to shorten the penalty for another sport.**

A student shall be disqualified from all activities for an additional nine weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. If a student participates in an activity while they are ineligible, the length of the penalty shall begin anew the next day.

## **SEBEKA HIGH SCHOOL POLICY ON STATE TOURNAMENTS**

The following policy will determine who may attend the state tournaments from Sebek High School.

### **I. Eligibility**

- A. Students must be passing in all subjects and maintaining acceptable attendance.
- B. Only the following students will be eligible to attend:
  - 1. A team participants
  - 2. A team managers
  - 3. A team cheerleaders
  - 4. B team participants
  - 5. Any other senior having a minimum of passing grade average in each subject and having a satisfactory conduct and attendance record as determined by the principal shall be eligible to attend.

\*No other student except the above listed are eligible. No student in grades 7, 8, and 9 may attend except if they are a member of a varsity team or attend with their parents.

- C. Advanced make-up slips will be obtained from the Principal's Office, all work will be made up prior to the tournament, and the completed advance make-up slip returned to the office prior to the student's leaving for the tournament. Advanced make-up slips will be issued only to those people who have returned their parental form letters to the Principal's Office.
- D. Final determination as to eligibility will be made by the Principal's Office.

### **II. Trip Information**

Students will pick up from their coach the following information:

- A. A letter explaining the following information concerning the trip:
  - 1. Means of travel, both ways, or with whom.
  - 2. Hotel reservations that have been arranged, or with whom the student will stay.
  - 3. The chaperone(s) or person(s) responsible along with contact information.
  - 4. Expected time of departure from Sebek and expected time of return.

**III. Time of Departure** -Time of departure will be determined by the administration.

**For all other student-related policies as adopted by Sebeka School Board of Education refer to the Sebeka Public School Policy Manual found in the Sebeka School District Office.**

**Handbook Appendix**

1. [Discipline Policy](#)
2. [Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing](#)