

**NRHEG
Secondary
Student
Handbook**

2021-2022



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WELCOME TO THE NRHEG SECONDARY SCHOOL

The Mission of NRHEG Schools

"Empowering students with knowledge and skills to succeed."

The Vision of NRHEG Schools

"To be the school district of choice, inspiring excellence in academics, arts, and activities."

"This institution is an equal opportunity provider."

Handbook Description (layout, navigation, references to school district policies, etc.)

The NRHEG Secondary Student Handbook is comprised of four parts:

1) Information

2) Academics

3) Rules and Discipline

4) Health and Safety

(Topics within these categories are alphabetized.)

POLICY INFORMATION

A complete list of NRHEG Policies which have been adopted and approved by the NRHEG Board of Education can be found under School Board on the District website, nrheg.k12.mn.us/pages/NRHEG.

HANDBOOK CHANGES

This handbook may be changed or amended during the school year. Changes will be posted on the school's web site. For full school board policies, please refer to District website. Policies are subject to be updated throughout the school year. If you have any questions about a provision, contact the principal.

DISCRIMINATION POLICY

It is the policy of NRHEG Public School to comply with federal and state law prohibiting discrimination and with the requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the NRHEG Public School shall on the grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from any education program or activity, or in employment, or recruitment, consideration, or selection therefore, whether full time or part time, under an education program or activity for which the school is responsible.

SCHOOL SAFE ZONE

NRHEG Public School lies within an area designated as a safe zone by the Minnesota State legislature. This means that there are increased penalties and stronger sentencing guidelines for those convicted for the sale, use and/or possession of illegal drugs or dangerous weapons within 300 feet or one block of the school's property lines. The safe zones are the result of a law passed by the Minnesota State legislature which applies to all Minnesota schools, both private and public, as well as all parks and public housing units.

PART I – INFORMATION

ARRIVAL AND DISMISSAL TIMES

SCHOOL DAY 8:28 a.m. - 3:05 p.m.

1. No student should be in the building before 7:45 a.m. or after 3:30 p.m. unless under direct supervision by a staff member.
2. High school students are to enter the building using the doors by the gymnasium (northeast corner of the building) or the main doors by the flagpole between 7:45 and 8:28 a.m. At 8:28 a.m. all doors except the main doors by the flagpole, 1E, will be locked. All persons entering the building after 8:28 a.m. must enter using the main entrance doors and check in at the office.
3. Students should remain in the areas reserved for their particular activity.

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the District Office and on the school district's website at nrheg.k12.mn.us

CLASS ADVISORS

<u>Grade</u>	<u>Head</u>	<u>Assistants</u>
GR. 12	Mrs. Bently.....	Mrs. Stiernagle, Mrs. Dunn, Mr. Fuchs
GR. 11	Ms. Hatton	Ms. Delacruz, Mrs. Buendorf, Mr. Seiler, Ms. Hoefker
GR. 10	Mrs. Schaub	Mr. Otstot, Mrs. Klocek, Mr. Root
GR. 9	Mrs. Rudau	Mrs. Olson, Mr. Weber, Mrs. Weegman, Mr. Kruger
GR. 8	Mr. Domeier	Ms. Peterson, Ms. Gail, Ms. Gustafson
GR. 7	Mr. Berg	Mrs. Howe, Mr. Sorum, Mrs. Roesler

CLASS ASSIGNMENTS

Secondary students will receive their 1st semester schedules at the Open House which will be held on Wednesday, September 1, 2021, from 4 – 8 p.m. in the Secondary Building. The 2nd semester schedules will be available on Wednesday, January 19, 2022.

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

DROP/ADD

We will conduct drop/add during the first three days of both semesters. Drop/add will be considered for the following reasons: student did not receive classes originally registered for, the student's future plans have changed, parent request or teacher recommendation. Requests for certain teachers will not be considered when the switch would involve moving from a smaller class to a larger class. Students cannot drop a yearlong class after first semester unless they have failed first semester or the teacher recommends dropping.

EIGHTEEN YEAR-OLD STUDENTS

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

2021-2022 EMPLOYEE DIRECTORY

Administration

Mr. Michael Meihak.....	Superintendent, Main Office
Mrs. Kulseth	Administrative Assistant, Main Office
Mr. David Bunn	Secondary School Principal, Main Office
Mrs. Kormann	Administrative Assistant, Main Office
Ms. Christopherson.....	Business Manager, Main Office
Mrs. Schuller	Payroll, Main Office
Mrs. Whiteside	Community Education Director, B-121

New Richland Teachers

Room No.

Mrs. Aaseth	Technology Coordinator, D-138
Mrs. Bently.....	English E-110
Mr. Berg	Social, B-120
Mrs. Buendorf	Social, D-105A
Mrs. Chicos.....	SPED Case Facilitator, Main Office
Ms. Delacruz	FACS, E-104
Mr. Domeier	English, C-110
Mrs. Dunn.....	Special Education, D-155
Mrs. Eder.....	REACH, B-136
Mr. Ferber	Sixth Grade, C-112
Mr. Fuchs	Social, D-104
Ms. Gustafson	Math, B-124
Ms. Gail	Art, D-153
Ms. Hatton.....	Science, D-147
Mrs. Hershberger	Special Education, C-114
Ms. Hoefker	Science D-145
Mrs. Howe	Special Education, C-107
Mrs. Klocek.....	Special Education, C106
Mrs. Krohn.....	Social Worker, B-115
Mr. Kruger	9 th Grade PE/DAPE, B-136
Mr. Larson	Sixth Grade, C-111
Ms. Ryks.....	Teaching and Learning Coordinator, C-104
Ms. A. Olson	Special Education, D152
Mrs. J. Olson.....	Spanish, E-106
Mr. Otstot.....	Instrumental Music, F-121
Ms. Peterson.....	Health/PE, D-105B
Mrs. Petsinger.....	School Nurse, D-109
Ms. Reeder	Vocal Music, F-126
Mrs. Roesler.....	MS Science, B-123
Mr. Root.....	PE, Woods, Shop
Mrs. Rudau	English, D-139
Mr. Seiler.....	Math, D-106
Mrs. Schaub.....	Math, D-107
Mr. Sorum.....	Vocational Agriculture, B-135
Ms. Stiernagle.....	Counselor, D-137
Mrs. Hagen.....	Secretary, D-137
Mr. Stork	PE/Athletic Director, D-157
Ms. Sundblad	Sixth Grade, C-109
Mr. Weber	English, E-109
Mrs. Weegman.....	Business, D-148

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

EQUAL ACCESS TO SCHOOL FACILITIES

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

EXTRA-CURRICULAR AND ATHLETIC ACTIVITIES

Director: Mr. Stork

FALL ACTIVITIES	Coach/Advisor	OTHER:	
Cross Country	Mr. Otstot	Ambassadors	Mrs. Rudau/TBD
Volleyball	Ms. Peterson	Cheerleaders	Mrs. Churchill
Football	Mr. Kruger	Drama Club/Speech	Mrs. Bently/TBD
Cheerleading	Mrs. Churchill	FFA	Mr. Sorum
Trap Shooting	Mr. Sorum	Flags/Rifles	Mr. Otstot
		Knowledge Bowl	Mrs. Theresa Buendorf
WINTER ACTIVITIES		Letter Club	Mr. Stork
Wrestling	Mr. Larson	Nat'l Honor Society	Mrs. Stiernagle
Boys Basketball	Mr. Lundberg	One Act Play	TBD
Girls Basketball	Ms. Peterson	School Paper	Mrs. Bently
Cheerleading	Mrs. Churchill	Student Council	Mrs. Roesler
		Yearbook	Ms. Delacruz/Mrs. Klocek
SPRING ACTIVITIES			
Baseball	Mr. Lee		
Softball	Mrs. Schultz		
Golf	Mr. Root		
Track	Mr. Ferber/Mr. Nydegger		
Trap Shooting	Mr. Sorum		

Extra and Co-Curricular Activities

Ambassadors	Football	School Paper (Panther Press)
Baseball	FFA	Soccer
Basketball	Golf	Softball
Cheerleading	Gymnastics	Speech
Choir	Jazz Band	Track
Color Guard	Knowledge Bowl	Trap Shooting
Concert Band	Marching Band	Volleyball
Cross Country	One Act Play	Wrestling
Drama Club	Pep Band	Yearbook

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district’s educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Secondary Principal.

Fees to participate in athletic programs at NRHEG are \$75 per season for students in grades 7-8; \$130 per season for students in grades 9-12; family maximum payment of \$400 per year.

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Secondary Principal. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

GIFTS TO EMPLOYEES

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

GRADUATION CEREMONY

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

Graduation Ceremony Requirements

At the end of third quarter any senior student who will not be able to complete 46 or more semester credits by the end of the second semester will not be allowed to participate in commencement exercises.

Valedictorian, Salutatorian and Honor Students

Valedictorian, Salutatorian and Honor Students for the graduating class will be determined when *third quarter* honor rolls are made public. Eligibility for any of these awards will be based on the student's cumulative grade point average, to the nearest hundredth, as determined at the end of third quarter. In the event of a tie, co-valedictorians will be recognized and the student who is ranked next will be recognized as salutatorian.

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

LIBRARY AND MEDIA CENTER

Students may use the library/media center during the school day and before and after school only when a supervisor is present.

LUNCH

Lunch is to be eaten in designated areas only. Lunch times vary by grade level. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on *negative* account balances and unpaid meal charges can be found in *Appendix 11*.

Students may be eligible for free or reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available on the District website as well as in the District office. For more information regarding eligibility for free or reduced price meals, contact Karla Christopherson, Business Manager.

NRHEG Secondary does not have an open lunch policy. All students are to remain on campus for lunch.

MESSAGES TO STUDENTS

Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited. Cell phones may be used before and after school, during passing time, and during students' lunch break and at teacher discretion.

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, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Michael Meihak, Superintendent, (507) 465-3205, as the district's human rights officer to handle inquiries regarding nondiscrimination.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

PARENT AND TEACHER CONFERENCES

There will be an Open House in the Secondary Building on Wednesday, September 1, from 4 – 8 p.m. for students and their parents. Parent and teacher conferences for the Secondary Building will be held on October 12, 2021, February 28, 2022, and April 25, 2022. For more information, contact the building principal.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America not less frequently than weekly. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

SCHEDULE

Daily Schedule (9-12)

Hour	Time
1 st Period	8:28 - 9:17
2 nd Period	9:21 - 10:10
3 rd Period	10:14 - 11:03
4 th Period	11:07 - 11:56
Lunch	11:56 - 12:26
5 th Period	12:30 - 1:19
6 th Period	1:23 - 2:12
7 th Period	2:16 - 3:05

Daily Schedule (6-8)

Hour	Time
1 st Period	8:28 - 9:17
2 nd Period	9:21 - 10:10
3 rd Period	10:14 - 11:03
Lunch	11:03 - 11:33
4 th Period	11:37 - 12:26
5 th Period	12:30 - 1:19
6 th Period	1:23 - 2:12
7 th Period	2:16 - 3:05

Wednesday "PANTHER TIME" Schedule (9-12)

Hour	Time
1 st Period	8:28 – 9:12
2 nd Period	9:16 – 10:00
3 rd Period	10:04 – 10:48
4 th Period	10:52 – 11:36
5 th Period	11:40 – 12:24
Lunch	12:24 – 12:54
6 th Period	12:58 – 1:42
7 th Period	1:46 – 2:30
Panther Time	2:34 – 3:05

Wednesday "PANTHER TIME" Schedule (6-8)

Hour	Time
1 st Period	8:28 – 9:12
2 nd Period	9:16 – 10:00
3 rd Period	10:04 – 10:48
4 th Period	10:52 – 11:36
Lunch	11:36 – 12:06
5 th Period	12:10 – 12:54
6 th Period	12:58 – 1:42
7 th Period	1:46 – 2:30
Panther Time	2:34 – 3:05

SCHOOL ACTIVITIES

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The NRHEG School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Dan Stork, Activities Director, or refer to MSHSL Eligibility Brochure.

SCHOOL CLOSING PROCEDURES

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be broadcast over [include here the radio and/or television station(s)] and school website, as well as a phone call made by administration through JMC to all families in the District.

SEARCHES

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

NRHEG Schools have contracted the services of Interquest Canines. They will be providing random, unannounced visits. Their comprehensive detection and deterrence program has one objective: to reduce the presence of drugs, alcohol, abused medication and weapons on campus and school grounds. They accomplish these objectives through the use of scent trained detection canines. Any vehicle on school property is subject to search. You can get more information at www.interquestk9.com.

Lockers and Personal Possessions Within a Locker

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus:

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

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

STUDENT PUBLICATIONS AND MATERIALS

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school sponsored publications may not be distributed without prior approval.

Distribution of Non-School Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non-school Sponsored Materials on School Premises by Students and Employees" policy in *Appendix 2*.

School-sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, please see *Appendix 3* in the back of this handbook. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the school district office or on the district's website, <https://www.nrheg.k12.mn.us/cms/lib/MN02205306/Centricity/Domain/14/515%20Protection%20and%20Privacy%20of%20Pupil%20Records.pdf>

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see *Appendix 4* in the back of this handbook. A complete copy of the school district's "Student Surveys" policy may be obtained at the school district office or on the district's website, <https://www.nrheg.k12.mn.us/cms/lib/MN02205306/Centricity/Domain/14/520-Student-Surveys.pdf>

TRANSPORTATION OF PUBLIC STUDENTS

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Extra-curricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

UNACCEPTABLE STUDENT BEHAVIOR

The following are examples of unacceptable behavior subject to disciplinary action by the school district. 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. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco paraphernalia or electronic cigarettes;
9. 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;
10. 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);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. 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;
17. 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;
18. Using or possessing 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;
19. Violation of any local, state, or federal law as appropriate;
20. 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;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. 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; Students who drive to school will park their vehicles on the east side of the main building. **All staff and students will be issued a numbered parking pass which must be visible through the front windshield.** Street parking rules established by the City of New Richland will apply to all those cars parked on the street. Students are not given permission to park vehicles in teachers' parking lot on the west side of the building. Students are not to leave the building during regular school hours, including lunch, to enter an automobile for any reason without first getting permission from the principal's office.
Students do not have permission to use vehicles during the noon period. This includes sitting in those vehicles at any time during the noon period or during the normal school day. Parents are advised that student use of automobiles during the noon period is prohibited unless permission has been obtained from a school official.
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;

28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
- 30. Students participating in leadership positions, clubs/organizations (National Honor Society is governed by its own bylaws.), popularity activities must abide by the following guidelines or be removed or excluded from participation. (Statute of limitations of applying consequences is one year from date of incident): *MOOD-ALTERING CHEMICALS**
- Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco or e-cigarettes; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia, (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product, (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law. MSHSL activities are governed by the MSHSL and not covered by the aforementioned policy.**
31. 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;
32. Criminal activity;
33. Falsification of any records, documents, notes, or signatures;
34. 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;
35. 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;
36. Impertinent or disrespectful language toward teachers or other school district personnel;
37. Violation of the school district's Harassment and Violence Policy;
38. 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;
39. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
40. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
41. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
42. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
43. 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;
44. Violation of the school district's Distribution of Non-school Sponsored Materials on School Premises by Students and Employees Policy;
45. Violation of the school district's one-to-one device rules and regulations;
46. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
47. Students are not allowed to have book bags, fanny packs, backpacks, purses, etc. in classes or in the halls once the school day has begun.
48. The pass system will be in use throughout the secondary school. Any student present in the hallways during normal class time must be in possession of a pass properly endorsed by a teacher. Any student with a specific assignment out of the study hall on a certain day must show the pass to the teacher in charge of the study hall. AFTER the student has reported to the study hall, the teacher will then excuse or honor the pass to that activity. ALL STUDENTS MUST FIRST REPORT TO STUDY HALL.
49. Lockers shall be kept free of writing, posters, etc. Only school-issued signs and decorations may be displayed on the outside of lockers. Stickers are PROHIBITED on both the inside and outside of lockers. Students are responsible for the appearance of their lockers. Each student is responsible to clean out his/her locker before going on summer vacation. A check system will be used to determine compliance. Only locks obtained from the high school office are allowed on student lockers. A fee of \$5.00 is charged for use of a lock. It will be refunded at the end of the school year when the lock is returned.
50. Any item that disrupts the educational process such as cell phones, iPods, mp3 players, laser pointers, fidget spinners, etc. are not allowed during class periods without the permission of the classroom teacher. Items may be confiscated immediately

if seen during a class time or between classes regardless of the location of the student. All items will be submitted to the office and can only be claimed by a parent/guardian.

51. The School District furnishes textbooks without cost to students. As books are issued, the book number, the date of issue, and the condition of the book are recorded by the teacher who issues them. Allowing for reasonable use, no fines will be assessed. However, if the book has been abused or lost, fines will be charged accordingly.
52. School issued electronic devices are the responsibility of students, and damage to devices will result in fees as outlined in the 1:1 Mobile Device Handbook.
53. Study hall students wishing to use the Media Center must follow prescribed Media Center access protocol. Students from regular classrooms may only use the Media Center when their instructor has made prior arrangements with the Media Center Specialist. All students using this facility are expected to refrain from chewing gum, eating, drinking or excessive talking. Those students who do not respect this atmosphere will forfeit their privileges for an unspecified period of time.
54. 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.

VIDEO AND AUDIO RECORDING

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

VISITORS

All visitors who enter the secondary building from 8:28 a.m. to 3:05 p.m. are required to check in at the main office before they will be allowed entrance into the building. A visitor's pass must be worn while in the building. The office reserves the right to prohibit entrance into the school building at any time.

PART II — ACADEMICS

***September 6, 2017 New mandatory notice to parents for testing options by Cathy Miller, MSBA Director of Legal & Policy Services New legislation, which amended M.S. 120B.31, Subd. 4a, requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessments. The Commissioner of the Minnesota Department of Education (MDE) was tasked by the Legislature with developing a form for this opt out. School districts must provide this notice by posting the form developed by MDE on their website and must include it in their Student Handbooks. The form is available at <http://www.mnmsba.org/Portals/0/Documents/MDE-TestingOptOutForm.docx> as well as on the District Website.

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Some students may be at risk of not completing their educational programs. The school district may offer alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Student transportation to alternative programs is not provided by the district unless specified by an individual's IEP. Students and parents/guardians with questions about these programs should contact Liz Stiernagle, Guidance Counselor.

ACADEMIC DISHONESTY

Academic dishonesty is considered a serious offense in the NRHEG School District. It is the student's responsibility to submit work without cheating or plagiarizing. Academic Dishonesty is "student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course requirements. Examples of academic dishonesty include plagiarism, cheating, fabrication and falsification, multiple submissions, misuse of academic materials, and complicity in academic dishonesty. (clas.ucdenver.edu) NRHEG School District teachers and coaches endorse and will implement the following procedures:

Plagiarism is defined as "to use and pass off as one's own the ideas or writings of another" (American Heritage Dictionary). It may include, but is not limited to, using plot lines from another source, copying a passage from a text, downloading works without identifying the source, or falsification of documentation. Consequences for Plagiarism may include receiving a zero on the assignment.

Cheating is "the fraudulent use or acquisition of another's work" (American Heritage Dictionary). Examples of cheating include the copying of another person's work, knowingly providing work to another student for unethical use, taking a copy of a test or quiz from a teacher or student, creating cheat-sheets, and using notes, calculators, or other devices during a test when prohibited (subject to I.E.P. provisions). In cooperative learning groups, in the judgment of the teacher, it is considered cheating if you do not participate as an active member of the group but yet derive credit from the work of the group. You are expected to pull your own weight in such groups. Consequences for cheating may include a zero or failure on the assignment/test. **Cheating and plagiarism will be considered a violation of the MSHSL Code of Conduct and sanctions can be imposed.**

Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves deliberately altering or changing results to suit one's needs in an experiment or other academic exercise.

Multiple submission is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

The misuse of academic materials includes, but is not limited to, the following:

- Stealing or destroying library or reference materials or computer programs.
- Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
- Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.
- Illegitimate possession, disposition, or use of examinations or answer keys to examinations.
- Unauthorized alteration, forgery, or falsification.
- Unauthorized sale or purchase of examinations, papers, or assignments.

Complicity involves knowingly contributing to another's acts of academic dishonesty.

CLASS RANK/ACADEMIC STANDING (Valedictorian, Salutatorian and Honor Students)

Valedictorian, Salutatorian and Honor Students for the graduating class will be determined when third quarter honor rolls are made public. Eligibility for any of these awards will be based on the students’ cumulative grade point average, to the nearest hundredth, as determined at the end of third quarter. In the event of a tie, co-valedictorians will be recognized and the student who is ranked next will be recognized as salutatorian.

GRADUATION CEREMONY REQUIREMENTS

At the end of third quarter any senior student who will not be able to complete 46 or more semester credits by the end of the second semester will not be allowed to participate in commencement exercises.

EXTENDED SCHOOL YEAR OPPORTUNITIES

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student’s IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact Heather Harms, Director of Special Education.

FIELD TRIPS

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged.

FLEXIBLE LEARNING DAYS

The term “Flexible Learning Day” refers to a day when school is cancelled due to unforeseen situations and students participate in curriculum-aligned learning opportunities at home. The plans for each level were developed by NRHEG Public School teachers with the support of a K-12 Flexible Learning Advisory Committee made up of parents, teachers, students, and school administrators. This group carefully examined all aspects of the Flexible Learning Day. The elementary and the secondary will have a slightly different approach to these days. Below is an outline of what a Flexible Learning Day will look like in the secondary building.

Students at the middle/high school level are using a Shared Virtual Space (SVS) in their classes called Schoology. Students know how to access their teachers’ shared virtual spaces and will be expected to check in for Flexible Learning Day assignments. Parent access can be obtained by contacting ONE classroom teacher in order to get a code. Teachers will have assignments posted to their SVS by 10:00 am and will be available for questions and discussion via that space or email throughout the day. We also have several internet “hotspots” for students to check out from the media center. Flexibility on assignment deadlines will be granted for students with limited or no access.

GRADES

Mid-quarter report cards will be handed out to parents/guardians at the mid-point of first, third and fourth quarter during parent/teacher conferences. Second quarter mid-quarter report cards will be emailed/mailed out to parents/guardians. Report cards will be emailed/mailed to parents at the end of each quarter.

GRADUATION REQUIREMENTS

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from NRHEG Secondary School. All students may be required to pass the state-identified proficiency tests, Minnesota comprehensive assessments, Minnesota graduation-required assessments for diploma (GRADs), alternate assessments, and/or other applicable tests.

Course Credits Required

In order to receive a diploma, students must successfully complete at least 48 credits and comply with the following high school level course requirements:

NRHEG High School Graduation Requirements

A student must enroll in a minimum of 48 semester credits during their four years of high school. To graduate, a student must accumulate 48 semester credits. Below is a list of required classes and the number of elective credits you must register for.

Ninth Grade

English 9	2 credits
Civics/Human Geography	2 credits
Geometry	2 credits
Physical Science	2 credits
Physical Education	1 credit
Computer Skills	1 credit
Electives	2 to 4 credits

Tenth Grade

English 10	2 credits
American History	2 credits
Int. Algebra or Adv. Algebra	2 credits
Biology	2 credits
Health/Physical Education	2 credits
Electives	2 to 4 credits

Eleventh Grade

English 11	2 credits
Advanced Algebra (Or College Algebra)	2 credits
World History (or AP Euro History)	1 credit
Money Management/Careers	1 credit
Electives	6 to 8 credits

Twelfth Grade

English (Choices)	2 credits
Government/Economics	2 credits
Electives	8 to 10 credits

In addition to the credits outlined above, students must also have the following: A) Two credits of the arts. To meet this requirement, students can choose from Band, Choir, all art classes, Computer Applications I and II, Fashion Merchandising and Design/Housing. B) Two additional credits of science. To meet this requirement, students can choose from Anatomy, Chemistry, Physics, or Health Science. Or, students can take any two of the following: Animal Science, Horticulture Science, Natural Resource Science or Food Science.

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II, geometry, statistics and probability, or its equivalent sufficient to satisfy all of the academic standards in mathematics is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the applicable state academic standards are met.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards.
Social Studies	3½	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. An agriculture education or business economics course may fulfill a one-half credit if the academic standards for economics are satisfied.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Elective Courses	7	

MINNESOTA ACADEMIC STANDARDS

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see Liz Stiernagle, Guidance Counselor.

HOMEWORK

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

PROMOTION AND RETENTIONS

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact Liz Stiernagle, Guidance Counselor.

POST-SECONDARY ENROLLMENT OPTIONS

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to Liz Stiernagle, Guidance Counselor. The application form must be signed by the student and his/her parent or guardian.

SUMMER SCHOOL

The school district may provide credit recovery learning opportunities. For more information, contact Robin Eder, REACH Coordinator.

PARENT 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 state 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 other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree 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 also will 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.

PART III — RULES AND DISCIPLINE

ATHLETIC & ACTIVITIES TRAINING RULES PROCEDURES:

I. Alcohol, Drugs, Tobacco, Sexual Harassment and Sexual Violence.

A. **Regarding MSHSL Athletic Activities (including dance line and cheerleading), the following rule has been placed in effect:**

At any time, regardless of quantity, a student shall not use a beverage containing alcohol, use tobacco, or use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as a drug. It is not a violation to be IN POSSESSION of a legally defined drug specifically prescribed for the student's use by his/her doctor.

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 participant in League activities to harass a person through conduct or communication that is determined to be sexual harassment or sexual violence.

A student-athlete found guilty of a chemical violation will lose their chance at post-season awards and forfeit their athletic letter for that season of play.

B. **Consequences and Recommendations for Inappropriate Behavior and Actions:**

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (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.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Penalties shall be accumulative beginning with and throughout the student's participation on any extra-curricular team/activity.
5. A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

Attendance Procedures

Attendance procedures will be formulated by the administration and are subject to change.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

b. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment. **We require that an appointment card or written excuse from the doctor, dentist, or chiropractor, etc. for the student to be excused for the period of time that they were gone be presented to the office upon their return to school. The card/note from the doctor must include the time of appointment.**
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip, other school-sponsored outing or a school-sponsored work release program.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

- (13) Vacations with family.
- (14) Pre-approved college visits.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within two days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
- (3) A student who has eight (8) or more excused (unless principal approved i.e. doctor's appointment with a note, funeral, driver's test, legal appointment) and/or unexcused absences in a class period will lose credit for that class.
- (4) Students may appeal a loss of credit due to excused and/or unexcused absences as put forth in this policy.

A component of the appeals process will be the opportunity for the student to take a final test in the class(es) or complete an essay, as determined by administration, in order to gain credit.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Absences resulting from cumulated unexcused tardies (seven tardies equal one unexcused absence).
- (4) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
 - (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
 - (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
 - (4) A student who has eight (8) or more excused (unless principal approved i.e. doctor's appointment with a note, funeral, driver's test, legal appointment) and/or unexcused absences in a class period will lose credit for that class.
 - (5) Students may appeal a loss of credit due to excused and/or unexcused absences as put forth in this policy.
- A component of the appeals process will be the opportunity for the student to take a final test in the class(es) or complete an essay, as determined by administration, in order to gain credit.**
- (6) Students with unexcused absences shall be subject to discipline.

3. Tardiness

a. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

4. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

5. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment. **We require that an appointment card or written excuse from the doctor, dentist, or chiropractor, etc. for you to be excused for the period of time that you were gone be presented to the office upon your return to school. The card/note from the doctor must include the time of appointment.**
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

6. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. Consequences of tardiness may include detention after three (3) unexcused tardies. In addition, seven (7) unexcused tardies are equivalent to one (1) unexcused absence.

7. Participation in Extracurricular and/or School Activities

a. This policy applies to all students involved in any extracurricular and/or school activity scheduled either during or outside the school day.

b. School-initiated absences will be accepted and participation permitted.

c. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

d. If a student is suspended from any class, he or she may not participate in any activity or program that day.

e. If a student is absent from school due to medical reasons, he or she must present a physician's statement clearing the student for participation that day. The note must be presented to the principal, coach or advisor before the student participates in the activity or program.

All students engaged in extracurricular and/or school activities must follow the requirements for practice and participation:

8. PARTICIPANTS must be in attendance at school by 9:00 a.m.

a. IN ORDER to practice.

b. IN ORDER to participate in a school activity or athletic contest.

9. EXCEPTIONS:

a. Principal's approval **prior** to the start of the school day.

b. Student presenting an appointment card or written excuse from a doctor, dentist, or chiropractor, etc. upon returning to school from a scheduled appointment.

10. Missing Practice

a. Coach must be notified.

b. Skipping school means skipping practice.

11. Consequence for UNEXCUSED and Untimely Absences:

a. First Violation, miss next activity.

b. Second Violation, mandatory meeting with student, parent(s), coach(es), athletic director(s), and principal(s).

BULLYING PROHIBITION

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology.

BUSES – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.

- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, electronic cigarettes, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

CELL PHONES, PAGERS, and OTHER ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using cell phones, pagers, and other electronic communication devices during the instructional day. Cell phones may be used before and after school, during passing time, and during students' lunch break and at teacher discretion. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

DISCIPLINE

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete "Student Discipline" policy in *Appendix 7*.

DRESS AND APPEARANCE

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities which are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hats are not to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

HARASSMENT and VIOLENCE PROHIBITION

The school district strives 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, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information on the school district's "Harassment and Violence Prohibition" policy, see *Appendix 8*.

HAZING PROHIBITION

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

INTERNET ACCEPTABLE USE

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy is available at the school district office or on the district's website, nrheg.k12.mn.us/pages/NRHEG.

Students will review a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form.

PARKING ON SCHOOL PROPERTY

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the **Secondary Office**.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the **Secondary Principal**.
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment" policy, see *Appendix 10*. Contact the **Secondary Principal** if you have questions or wish to report violations.

VANDALISM

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any 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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the NRHEG District Office.

PART IV — HEALTH AND SAFETY

ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the Licensed School Nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

ASBESTOS MANAGEMENT UPDATE

The school district has developed an asbestos management plan. A copy of this plan can be found in the NRHEG District Office and is available on the district's website, as well as in the NRHEG School News Letter mailed out to all residents prior to the start of the new school year.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

EMERGENCY CONTACT INFORMATION

At the start of each school year, all families are given the opportunity to update their Parent Emergency Contact Information in JMC. If contact information changes during the school year, we ask that parents update their information in JMC or notify the Secondary Office of the changes so that we have the most current information on file. This includes addresses, phone numbers, and email addresses.

HEALTH INFORMATION

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in three locations (by the middle school gym, across from the main office, and by the high school gym). Tampering with any AED is prohibited and will result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Please refer to the school website for illnesses and recommendations regarding attendance.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained Licensed School Nurse. Health paraprofessionals and office personnel work under the direction and supervision of a Licensed School Nurse.

Students who become sick at school should report to the nurse's office. In the event of an emergency, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The Licensed School Nurse or designee will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Please call the attendance line at 507-417-2677 or the office at 507-465-3205 and leave a message.

Health screenings are provided at the recommendation of the Minnesota Department of Health. This includes vision, hearing and scoliosis screenings. If you need more information, please contact the Licensed School Nurse.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the Licensed School Nurse. The district policy regarding immunizations can be found on the district website.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in a student's prescription medication administration. Prescription medications that are controlled substances (including stimulants and narcotic pain medication) must be brought in by a parent/guardian in the original container labeled for the student by a pharmacist.

Any medication that the student's parent would like to have available to the student (including ibuprofen, acetaminophen, or antacids) needs to be provided by the parent in the original bottle. This medication will be returned at the end of the school year.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the district office at 507-465-3205.

SAFETY

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

VISITORS IN DISTRICT BUILDINGS

To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the Secondary Office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the Secondary Office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal. Visitors are not allowed to eat lunch with students in the commons area, but may be provided with a space in the office with prior approval from the principal.

APPENDIXES

1. Policy Cross Reference Table

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All current NRHEG Board Policies can be found on the District Website, <https://www.nrheg.k12.mn.us/Page/38>
The language in those policies would take precedent over anything printed in the Student Handbook.