
STUDENT & PARENT HANDBOOK

2021-2022

HERMAN-NORCROSS COMMUNITY SCHOOL

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School Hours

School is in session from 8:20am to 3:00pm. Elementary (PreK-6) students who come before 8:00am must remain in Studies and Stuff until breakfast is ready at 8:00am. Students should return home at 3:00pm unless they are attending Studies and Stuff (K-6 students only). The school doors will be locked from 8:20am to 3:00pm. Late arrivals and visitors will need to buzz in.

Schedule of High School Bells

Warning.....	8:15am
Period 1	8:20-9:04am
Period 2	9:07-9:51am
Period 3	9:54-10:38am
Period 4	10:41-11:25am
Period 5	11:28-12:12pm
Lunch	12:12-12:42pm
Period 6	12:42-1:26pm
Period 7	1:29-2:13pm
Period 8	2:16-3:00pm

Pledge of Allegiance

Anyone who does not wish to participate in the reciting of the Pledge of Allegiance for any personal reason may choose to do so without consequences.

Herman-Norcross Grading Scale

94-100%	A	76-80%	C
92-93%	A-	74-75%	C-
90-91%	B+	72-73%	D+
85-89%	B	67-71%	D
83-84%	B-	65-66%	D-
81-82%	C+	Below 65%	F

E-Learning

We will be using e-Learning days as a way to make up missed school days due to inclement weather or situations that are not in control of the school board or administration.

PreK-6 Teacher Responsibilities

- Teachers will provide a hard copy (when possible) and post a copy of the Learning Choice Board on the school website, Facebook page, or Google Classroom page.
- Teachers will be available by email or the Remind app to respond to questions from 9:00am to 3:00pm.

PreK-6 Student Responsibilities

- Students will complete the Learning Choice Board found on the school website, Facebook page, or Google Classroom page.
- Students must complete the work within two days of the e-Learning day in order to earn points or receive a zero for those assignments.

7-12 Teacher Responsibilities

- Teachers will log in by 9:00am to post assignments via email, Google Classroom, or the Remind app.
- Teachers will be available by email, Google Classroom, or the Remind app to respond to questions from 9:00am to 3:00pm.
- If teachers are unable to post assignments, teachers will call Mr. Lasch, and he will post the assignments.

7-12 Student Responsibilities

- Students will complete the assignments posted through email, Google Classroom, or the Remind App for each class.
- Students must complete the assignments within two days of the e-Learning day in order to earn points or receive a zero for those assignments.

Test Plan

The Herman-Norcross School District administers the Minnesota Comprehensive Assessment (MCA) tests, along with tests adapted for English Language Learners (ACCESS) and, for students whose Individualized Education Program (IEP) requires, an alternate assessment (MTAS) to measure student and school progress on state standards and to meet state requirements for federal funds.

All tests administered by the school assist staff in determining student progress in a curricular area and help teachers plan curriculum and instruction appropriate to the needs of learners. Test results may also be used by the school board and the public to measure student progress toward curriculum goals and to provide a comparison to state and national achievement.

To opt out of statewide assessments, a guardian must complete the Parent/Guardian Refusal for Participation in Statewide Assessments form no later than January 15th of the academic school year. The form is attached as Appendix A and is also located on the school's website hncs.k12.mn.us.

Test	Testing Grade
MCA III	Grades 3-8: Reading and Mathematics Grade 10: Reading Grade 11: Mathematics Grades 5, 8, and during Biology: Science
MTAS	Grades 3-11
ACCESS for English Learners	Grades K-12
PSAT	Grade 11 (optional at student expense)
ASVAB	Grade 11
FastBridge	Grades K-8: Reading and Mathematics
ACT	Grade 11

College Entrance Exam

Junior (11th grade) and Senior (12th grade) students are encouraged to participate in a nationally recognized college entrance exam for career and college readiness. Students will be offered the opportunity to participate in a school-day, district-provided ACT with Writing examination during the spring of their Junior year. Seniors who do not take the ACT with Writing in the spring of their academic Junior year will be offered the opportunity in the spring of their academic Senior year.

Student Dress

Students are to dress in a manner befitting an educational environment. Any form of dress which distracts from the educational environment will not be allowed. This includes attire associated with gangs, alcohol, and tobacco or other drugs, and attire that is discriminatory, obscene, profane, lewd, vulgar, or sexual suggestive. Students will be sent home to correct the attire at the discretion of administration.

The Board of Education has adopted the following policy in regard to student dress:

- All shirts must reach the waist of the wearer. No spaghetti straps shall be visible.
- No short clothing allowed. Shorts and rompers shall reach mid-thigh of the wearer.
- No caps, hats, bandanas, or hoods are to be worn in the school building during school hours.
- No clothes with large holes or rips are permitted in school.
- Revealing clothing will not be allowed.

It is an unexcused absence if a student is sent home to correct the attire.

Visitors

Students who plan to bring visitors to school with them must make arrangements with administration prior to the day of the visit. Student visitors will not be allowed the final two weeks of school or the last day of school before a vacation.

Parents are invited to visit school. The best time to visit is when school starts in the morning and afternoon. While parents are encouraged to visit the classroom, there are some expectations:

- Give a 24 hour or more notice before your visit.
- Follow the classroom rules.
- Don't do the work for your student.
- Turn off your cell phone. Do not use it during your visit.

All visitors, including parents, must sign in and out in the school office.

High School Parties and Dances

High school (7-12) students will be allowed social events during the school year. There will be no class parties or dances on school nights during the week. All class parties and/or dances will be from 9:00pm-12:00am.

Herman-Norcross students may invite guests not attending Herman-Norcross school to parties and/or dances. Guests must be signed up in the school office at least one day prior to the event.

Students who attend school parties and/or dances must come at the time set for the event or shortly thereafter. The school doors will be locked one hour after the event officially begins. Students will not be admitted after 10:00pm. Students who leave the school facility during the event will not be allowed to reenter.

School organizations or classes sponsoring the parties and/or dances must hold the event at the school unless approved by administration.

Students attending prom must be in 9th grade or above and under the age of 21 years old to attend. All students are required to wear formal clothing during prom. Prom will be held in cooperation with Wheaton High School. Juniors are required to participate in the decorating for prom, or they will be excluded from the event.

Elementary Birthday Parties

All birthday and party invitations will be handled by parents through the mail or over the phone. No invitations will be given, oral or written, by students in school. Why? For years, we've watched students, with something to celebrate, come into classrooms in the morning, and enthusiastically hand out invitations to students, who with wide-eyed glee, show off their treasures to others. Unfortunately, some don't get these invitations. The hurt is felt each time a birthday party comes along. Let's make birthdays happy for all by inviting the whole class or just one or two friends. It is not so hard to take when you are in the majority not invited. If you have any questions call the office.

Elementary Classroom Parties

Rooms may have parties celebrating Halloween, Christmas, and Valentine's Day. Elementary students may exchange gifts at their Christmas parties at school. Students are not encouraged to bring gifts for their teachers.

Breakfast and Lunch Program

A check-off system is used for both the breakfast and the lunch program. Parents are asked to purchase meals prior to the first day of school from the school office. Parents may purchase 20 lunches per student. As the student eats each day, his/her name is checked off a list. When each student nears the end (usually five) of using his/her 20 meals, he/she will be notified and reminded to purchase more.

Breakfast is free to all elementary (PreK-6) students. Breakfast is \$1.90 per day for all high school (7-12) students. However, breakfast is free if your high school (7-12) student qualifies for the Free and Reduced Program. Breakfast is \$1.90 per day for adults and visitors.

Lunch is \$2.50 per day for all elementary (PreK-6) students and \$2.60 per day for all high school (7-12) students. Lunch is free if your student (PreK-12) qualifies for the Free and Reduced Program. Lunch is \$3.85 for adults and visitors.

Parents may pick up Free and Reduced Program application forms in the school office.

Students who wish to purchase an extra carton of milk or who wish to have milk with a sack lunch must pay \$0.50. This includes students who qualify for the Free and Reduced Program.

The same conduct is expected of students in the cafeteria as is expected of them in the classroom. Students are to be respectful and orderly in the cafeteria. When finished eating each day, students in high school (7-12) are to go to one of the following areas and remain there until 12:40pm:

- Cafeteria
- New Gym
- Old Gym
- K-Café
- Outside Patio

No students will be allowed in any other area of the school facility without proper supervision.

High School Lunch Hour

All students are to eat lunch in the cafeteria. Herman-Norcross is a closed campus with the following exceptions:

- 7th/8th Grade – Closed Lunch
- 9th/10th Grade – Open Lunch – Students may walk during noon hour with a signed annual permission slip. Students may not drive or ride in or on any motorized vehicles.
- 11th/12th Grade – Open Lunch – Students may drive or ride with other juniors or seniors during noon hour with a signed annual permission slip.

All students who leave the school facility must sign out in the office before leaving and sign back in upon returning.

Student Transportation

Bicycles should be parked along the fence of the tennis court or in the bike rack and remain undisturbed until the end of the day.

11th and 12th grade students may drive their vehicles during the noon lunch period with a signed annual permission slip. They are not allowed to drive during any other time of the school day.

7th-10th grade students are not allowed to drive or ride in or on any motorized vehicles during school hours. This includes all motorized vehicles (cars, pickups, trucks, vans, motorcycles, snowmobiles, all-terrain vehicles, etc.). This includes the noon lunch period.

Consequences

- First Offense: Meet with administration and one day “in-school” suspension. Parents are notified.
- Second Offense: Administration determined.

Lockers

Students are provided with lockers for storing backpacks, books, and other personal items. There are certain regulations which are expected to be followed.

- Students must use their assigned locker. No change is to be made without permission from the office.
- All lockers must be clean, neat, and presentable. Locker inspection will be held at various times during the school year. If stickers, etc. are applied either inside or outside of a locker, the student must clean them off at the end of the school year.
- Lockers are provided by the school for the student’s convenience. The responsibility for articles placed in the locker rests entirely with the student.

- Locks for lockers will be issued to any student who requests one. There is a \$5.00 fee for any student using a school lock. The \$5.00 fee will be refunded at the end of the school year when the lock is returned. Students may bring their own locks for locker use as long as a spare key or the combination is provided to the office.

Lockers are school property and may be checked at any time by administration.

Backpacks

Once at school, backpacks are to be stored in a student's assigned locker. Sport bags and equipment may be stored in the hallway shelves. Administration may check personal property at any time with probable cause.

Electronic Devices

Electronic devices are prohibited in all locker rooms. If a student is caught using an electronic device outside of policy guidelines, the device will be taken to the office and a parent or guardian will need to come pick it up.

If a student brings a personal electronic device to school, the following procedures apply:

- Grades K-6: Devices remain in the backpack all day.
- Grades 7-12: Devices may be used before and after school, during noon lunch hour, between classes, and/or during class at discretion of teachers.

If students are caught using an electronic device outside of the policy guidelines, the following consequences will apply:

- All Grades: A parent or guardian must come pick up the electronic device.
- Grades 7-12: Consequence for the first offense will be loss of noon hour phone privileges for up to one week. The second offense consequence is the loss of noon privileges for one week. The third offense will result in the loss of noon privileges for two or more weeks.

Lost and Found

Each year, clothes are turned in to Lost and Found and are never claimed. We urge that all pieces of clothing and footwear be marked with the child's name. Indelible ink on tape securely sewn into the clothing or permanent marking pen on facing are the best methods. Lost articles may be picked up at the office. Remind your child to report any lost article promptly. If lost articles are not claimed by the middle of June, they will be given away.

Instructional Materials

Textbooks and workbooks are provided for students attending the Herman-Norcross school. Fines will be assessed for unnecessary damage or loss to textbooks and workbooks.

A list of supplies needed for school each year is sent home with the welcome packets in the fall. Notes will be sent home with students throughout the school year as supplies diminish.

School Counselor

The aim of this program will be to assist each student to understand himself/herself and to make the best use of his/her potential. To these ends, the School Counselor presents counseling, recording, reporting, and testing as well as career conferences, occupational education, and person-social information, orientation programs, and employee assistance and information. It is the sincere hope of the School Counselor that each student will feel free to seek such service regarding selection of courses, curriculum changes, teacher-student relationships, failure,

economic, social, vocational, or emotional problems. The School Counselor is supplied with vocational as well as educational information. Testing material is also available to aid students in making wise vocational choices.

The school psychologist will be here one to two days a month this year. If you or your parents wish to have a conference, please contact the counselor or special education teacher to schedule a time.

Physical Education

All students (K-10) are expected to participate in physical education unless a signed physician note is delivered to the teacher. All students (K-10) need a pair of athletic shoes dedicated to gym use only.

Health Services

The school district has a contract with Prairie Medical Center in Elbow Lake. The Prairie Medical Center nurse will act as the school nurse and will visit the school weekly. Tasks performed by the school nurse include maintaining school health records, hearing and vision screenings, and puberty talks. The school nurse is also readily available to the school district on an as-needed basis.

Due to the fact that we do not have a nurse here at all times, please keep your student home if he/she is ill. Students should not return to school until they have been fever-free for 24 hours. If your student has contracted a contagious disease, it is your responsibility to contact the school office or your student's teacher to let us know.

If your student has any health issues, please let the school office know so your student's teacher can be informed of restrictions and/or medications which may be administered. If a student is on medication, the teacher can then help remind the student to take it. Unless the medication is sent with the student from home in the original prescription bottle, school personnel cannot administer any medication. We require a Medication Administration form to be filled out by the student's primary care provider along with a guardian's signature before we are able to administer any prescribed or over-the-counter medication.

Head Injuries

In regards to head injuries, we want to inform you that any time a student receives a bump on the head, the guardian will be contacted either by telephone or letter with an explanation on what to watch for in case of possible concussion.

Reports to Parents

Parent-teacher conferences and report cards are used to report progress to parents or guardians. Parent-teacher conferences will be held in the fall and in the spring. Four times during the year, each student is provided with a report card of his/her work. This report will be sent to the parent or guardian. If, at the end of the quarter, a student has an Incomplete, the student has two weeks from that date to complete the work.

High School Weekly Fail/Near Fail List Policy

The intention of the weekly fail/near fail list is to hold students accountable for their performance in the classroom each week. Teachers are accountable to keep current with students' grades and to communicate progress or deficiency with each student and/or parents.

After a student has been notified of placement on the fail list or near fail list, it is the responsibility of the student to communicate with the teacher to find out what needs to be done to get off the list.

Teachers will file a report of students who are failing or near failing to the office by the end of the day (3:30pm) on the first day of each week.

This list is compiled and given to administration each week on Tuesday. Teachers will notify students if they are on the fail or near fail list for each class. Grades are available via Synergy. If you do not have access to Synergy, contact the school office.

Students who are on the near fail list will have one week to improve their grade and bring it to a passing grade. In the case of planned shortened school weeks, students will be granted an extension to become eligible again.

If the student has not improved his/her grade by the following Monday, he/she will be ineligible to participate in extra-curricular academic, arts, and athletic activities from Tuesday through the following Monday (seven calendar days). The grading period in which the fail/near fail list is based is from the previous school week.

The activities/athletic director and/or the principal will notify students who are ineligible as well as the coach or advisor of the extra-curricular activity in which he/she participates.

In the case of a discrepancy with the list, the activities/athletic director and/or principal will investigate the issue and render a final decision in regards to eligibility as quickly as possible. The fail list is published after the first week of each quarter, and the near fail list will still be published. The first list published after the end of the quarter reflects the quarter grades.

Students are required to continue attending practice during a period of ineligibility unless otherwise instructed by the coach or advisor. Students are expected to attend all events during a period of ineligibility unless it requires them to miss part or all of the school day or they are directed not to attend the event by a coach, advisor, or administrator.

Academic Eligibility

Students must be passing in all subjects to be eligible for any activity. Any person not passing at the end of each week will be ineligible for the following week (Wednesday to Tuesday).

Registration and Changes

Class registration is conducted in the spring and will be conducted the first day of school for students new to the district. Any changes in a student's class schedule must be made through the office by 3:30pm on the fourth day of the semester.

Online Learning Policy

The Herman-Norcross School District shall follow MSBA/MASA Model Policy 624 regarding online learning options along with all of the following guidelines specific to District 264.

A student attending HNCS will be required to take courses offered by the district before being allowed to enroll in comparable online classes.

When a course is needed by a student to fulfill graduation requirements and it cannot be provided by the district, the district will provide an approved online course.

When a student, parent, or the district requests an online course not offered by the district, the district will review and approve the course through a committee made up of administration, the counselor, and the teaching staff.

Withdrawals

Notify the school if you plan to leave the community. Indicate which school your student will be attending or the town to which you are moving so that school records may be forwarded. Records are sent when the receiving school district sends the request form with guardian signature.

Minnesota Postsecondary Enrollment Options Act

Postsecondary Enrollment Options (PSEO) is a program that allows 10th, 11th, and 12th grade students to earn both high school and college credit while still in high school through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. 11th and 12th grade students may take PSEO courses on a full- or part-time basis; 10th graders may initially enroll in one Career and Technical Education (CTE) PSEO course if they receive a reading proficiency score of “meets” or “exceeds” on the 8th grade MCA. If 10th graders taking a CTE PSEO course earn at least a grade C in that class, they may take additional CTE PSEO courses. If the student did not take the MCA in 8th grade, another reading assessment accepted by the enrolling postsecondary institution can be substituted. For students with disabilities, there is an alternative option to demonstrate reading proficiency. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a student is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis.

By March 1 of each year, or three weeks prior to the date a student registers for courses for the following school year, schools must provide PSEO information to all students in grades 8-11 and their families. To assist the district in planning, a student must inform the district by May 30 of each year of his/her intent to enroll in postsecondary courses during the following school year.

There is no charge to PSEO students for tuition, books, or fees for items that are required to participate in a course; however, students may incur fees for equipment that becomes their property when the course or program is completed, textbooks that are not returned to the postsecondary institution according to their policies, or for tuition costs if they do not notify the district by May 30 and the district does not waive this date requirement. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. For more information on these funds, access the PSEO Mileage Reimbursement Program Instructions.

Enrolling in a PSEO course does not prohibit a student from participating in activities sponsored by the high school. School districts must allow a PSEO student reasonable access to the high school building, computers and/or other technology resources during regular school hours to participate in PSEO courses, whether online or on campus. Each year, districts must publish their grade-weighting policy on their website, including a list of courses for which students can earn weighted grades.

All courses taken through the PSEO program must meet graduation requirements. Districts must transcript credits earned in PSEO by a ratio prescribed in statute. Districts have the authority to decide which subject area and standards the PSEO course meets. If there is a dispute between the district and the student regarding the number of credits granted for a particular course, the student may appeal the board's decision to the commissioner. The commissioner's decision regarding the number of credits will be final.

Postsecondary institutions are required to allow PSEO students to enroll in online courses consistent with the institution's policy regarding postsecondary student enrollment in online courses.

For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

PSEO Notice Deadline

A student intending to enroll in the PSEO program must notify the school no later than May 30th. If you do not notify the school by May 30th, and the district does not waive the deadline, the student / students' family may be responsible for the postsecondary costs.

PSEO Grades / Credits

Grades are listed on the high school transcript exactly as they are received from the postsecondary institution. Per state statute, the conversion of postsecondary college credits to high school credits must be at least a 4:1 ratio, meaning that one year of a high school credit is equivalent to at least four college credits.

HNCS uses the following formula for PSEO courses:

College Credit	=	High School Credit
4	=	1.0
3	=	.75
2	=	.50
1	=	.25

Herman-Norcross Graduation Requirements

Students must earn at least 27.5 total semester credits to be eligible for a HNCS high school diploma. Students earn credits on a semester basis. The following required classes must be completed with a passing grade each semester and for the credit indicated. Students must repeat any failed semesters of required courses to earn credit for the course. (Semester=0.5 credit; School Year=1 credit)

English (5 credits)	English 9/10	1 cr.
	Literature and Composition	1 cr.
	American Literature	1 cr.
	British Literature	1 cr.
	Writing (or College Writing)	.5 cr.
	Interpersonal Communication (or College Speech or Speech)	.5 cr.
Social Studies (4.5 credits)	Civics	1 cr.
	US History	1 cr.
	World History	1 cr.
	Sociology	.5 cr.
	World Geography	.5 cr.
	Economics	.5 cr.
Mathematics (3 credits)	Geometry	1 cr.
	Intermediate Algebra	1 cr.
	Algebra II	1 cr.
	*Options Advanced Algebra	.5 cr.
	Pre-Calculus/Calculus	1 cr.
Lab Science (3 credits)	Introduction to Physical Science	.5 cr.
	Introduction to Chemistry	.5 cr.
	Biology	1 cr.
	**Options Chemistry	1 cr. OR
	Physics	1 cr.
Physical Education (1.33 credits)	Physical Education 9/10 (two years)	.67 cr. each year
Wellness (0.67 credits)	Wellness 9/10 (two years)	.33 cr. each year
Arts (1 credit)	Select from courses with Art Credit designation during grades 9-12	
Required Electives (1 credit)	FACS 9	.5 cr.
	Industrial Tech 9	.5 cr.

*Mathematics course placement based on teacher recommendation. Intermediate Algebra is instructed before students enroll in Algebra II. Advanced Algebra is instructed after Algebra II.

**Science course choice is based on student career/college pathway.

Students must meet the residency requirement of having classes at least seven periods each semester. Students must complete all requirements for the courses in which they are enrolled before any credit is earned.

Grade Point System

The following grades and grade points will be used to recognize the level of achievement of students attending Herman-Norcross Community High School. This grading system applies to all courses. *There is no weighted grading scale for advanced or college-level classes.*

A	=	4.000	C	=	2.000
A-	=	3.670	C-	=	1.670
B+	=	3.330	D+	=	1.330
B	=	3.000	D	=	1.000
B-	=	2.670	D-	=	0.670
C+	=	2.330	F	=	0.000

High School Grade Point Average (GPA)

Students' high school grade point average is based on courses and grades earned in grades 9-12th, including grades earned through a PSEO program while enrolled as a student at HNCS. If a student transfers from another school district, HNCS will accept the grades from the previous institution.

Honor Roll

An Honor Roll will be published at the end of each quarter.

Students with a grade point average of 3.67 or above will be listed on the "A" Honor Roll.

Students with a grade point average of 3.00 – 3.66 will be listed on the "B" Honor Roll provided they have no grades below a "D."

Graduation Honors (Classes of 2022, 2023, and 2024)

For the graduating classes of 2022, 2023, and 2024, the following senior honors will be recognized at graduation:

The senior with the highest grade point average will be named Valedictorian, and the senior with the second highest grade point average will be named Salutatorian. In addition, the following titles will be awarded to any student who meets the GPA criteria:

Honors with Distinction (gold cords):	Cumulative GPA of 3.67 – 4.00
High Honors (silver cords):	Cumulative GPA of 3.34 – 3.66
Honors (white cords):	Cumulative GPA of 3.00 – 3.33

* Students who transfer from another district are eligible to earn Valedictorian and Salutatorian honors upon completion of the semester in which they earn their tenth credit at Herman-Norcross Community School.

* Students who take courses through the PSEO program remain eligible to earn Valedictorian and Salutatorian honors provided that they take online courses and remain on Herman-Norcross Community School's campus. Students who take PSEO courses on campus at the postsecondary institution, either part time or full time, are not eligible to earn Valedictorian or Salutatorian honors.

Graduation Honors (Class of 2025 and Beyond)

For the graduating class of 2025 and beyond, the following senior honors will be recognized at graduation:

Honors with Distinction (gold cords):	Cumulative GPA of 3.67 – 4.00
High Honors (silver cords):	Cumulative GPA of 3.34 – 3.66
Honors (white cords):	Cumulative GPA of 3.00 – 3.33

National Honor Society

Induction into the Herman-Norcross Chapter of the National Honor Society requires consideration of the following criteria:

- Scholarship – Students must have maintained a cumulative academic average of more than 3.8 as a sophomore, 3.5 as a junior, and 3.3 as a senior.
- Service – Potential members must submit a list of their services to the selection committee. Out of school projects are also considered.
- Leadership – Potential members must also include leadership activities on the same list.
- Character – Character is defined as integrity, positive behavior, cooperation, and ethics.

Completion of the application does not guarantee induction.

Band Instrument Rental Policy

The School Board has assessed a fee of \$35.00 for use of an instrument for one year. Rent must be paid in the office by September 27 or the student will be unable to practice or play at public appearances. The missed public appearances will go into our book as an unexcused absence. The in-school rehearsal time will be taken care of by alternative work until payment is made. All lost, stolen, or damaged school items in the possession of the student (music, school instruments, uniforms, lyres, etc.) must be replaced or repaired at the student's expense. In addition, repairs for general wear and tear (replacement pads, fix keys or valves, spit valves, dents, etc.) will be the student's expense.

Athletic Events

The charge for admission to athletic events held at Herman-Norcross is \$3.00 for elementary and high school (K-12) students and \$5.00 for adults. Season tickets, good for all home athletic events, are also available and may be purchased at any time in the school office. Adult season tickets are \$50.00, and student season tickets are \$15.00. Season tickets are good for the entire school year and may be used in Wheaton for all home events as well.

Athletic Participation Fees

Each student who participates in extra-curricular activities must pay a fee in order to play. For the athletics of football, volleyball, basketball, wrestling, track, golf, softball, baseball, cheerleading, cross country, hockey, and alpine skiing, the 7th and 8th Grade fee is \$35.00 per sport and the 9th-12th Grade fee is \$50.00 per sport.

There is a \$300.00 family maximum for the school year for participation fees. The following activities for grades 7-12 have a participation fee of \$30.00 each: Speech, FCCLA, FFA, Knowledge Bowl, Drama, One Act Play, and Band/Music Contest Participation. Trap shooting for grades 7-12 is \$50.00. All fees are due in the office before the first contest. Students will not be allowed to participate if fee is not paid. After the participation in the first activity, there will be no refunds.

Athletic Injuries

The Minnesota State High School League has a Catastrophe Accident Policy, covering all students in inter-school activities at no cost to the school or the student. The policy provides benefits after a minimum of \$25,000 of expense has incurred by the student and/or family.

All students participating in athletics or cheerleading must show evidence of adequate insurance coverage in addition to the policy described above. Policies through private companies are available at the school. For further information, contact the Athletic Director.

Chain of Command for Athletes and Parent(s)/Guardian(s) for Sport Concerns

Step One: Set up a time to discuss any concerns or problems about coaching with the athletic director.

Step Two: Set up a time to talk to the coach of the sport that their child(ren) is involved in.

Step Three: Set up a time to discuss the problem further with administration if not satisfied with the results from Steps One and Two.

Step Four: Consult the School Board only after Steps One, Two, and Three have been completed.

Eligibility Rules

The Minnesota State High School League rules book will apply to all Category I activities.

Category II Activities: All school-sponsored activities which are not in Category I. The Minnesota State High School Category I rules will apply. See Appendix A of the Minnesota State High School League Rules.

Student Code of Responsibilities

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

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

Penalties

Any student or coach disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition.

The second violation carries a four regularly scheduled game/meet ineligibility.

If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.

Anytime a student-athlete is ejected from a game/meet, he/she does not participate the remainder of that day. The student is also suspended from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

Anytime a coach is ejected from a game/meet, he/she does not coach the remainder of that day. The coach is also suspended from the next scheduled, rescheduled, or contracted date at the level of competition and all games/meets in the interim at other levels of competition.

A basketball coach may appeal the penalty only when he/she is disqualified following a third technical foul and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review.

Due Process

Section 213.02, 8 of the Constitution of the Minnesota State High School League provides a Due Process Procedure for a student, parent, or guardian who wishes to contest a school's failure to certify the eligibility of a student.

It shall be the responsibility of the member school to inform the student, parent, or guardian about the following Due Process Procedure.

The Due Process Procedure is to allow a local hearing panel to review the decision of the school representatives regarding the student's declaration of ineligibility. All rulings must be consistent with League Bylaws. Only the Board of Directors has the constitutional authority to waive the application of the penalty for the violation of any bylaw.

A student, parent, or guardian wishing to contest a school's decision regarding eligibility may appeal that decision as follows:

- Written notice shall be directed to the administration within ten days after the day of mailing of the school's decision requesting a hearing and stating the basis of a claim for eligibility.
- The administration shall convene a hearing panel of three to five members within ten days after receipt of the notice of appeal. The hearing panel should include a member of the Board of Education, a member of the school's administrative staff, and a member of the school faculty, or the school may elect to have the hearing conducted by an independent hearing officer. All costs shall be borne by the school. Two days written notice shall be given to the student and parent(s) or guardian(s) prior to the hearing. The notice shall state the date, time, and place of the hearing.
- The hearing panel shall designate one of the panel members as the presiding officer.
- Record and preserve the hearing, pending ultimate outcome of the matter.
- Hear both the evidence which purports to substantiate the allegations of ineligibility and show that the student should not be found ineligible.
- Review the evidence presented at the hearing and determine if the school's initial declaration of ineligibility has been properly determined. The hearing panel shall consider all evidence presented at the hearing, but the hearing panel's final decision shall be bound by MSHSL Bylaws.

- Prepare written findings of fact and conclusions which shall be based on the substantial evidence presented at the hearing. These written findings of fact and conclusions shall be mailed to the student, the parent(s), or guardian(s), and the Executive Director of MSHSL, or his designee, with two days after the date of the hearing.
- If, in the League's opinion, the hearing panel of a member school does not make findings consistent with the MSHSL Bylaws, the Executive Director of the League, or his designee, may overrule the hearing panel's decision.

A student, parent, or guardian wishing to appeal the School Hearing Panel's decision or the decision made by the Executive Director of the League, or his designee, overruling the hearing panel's decision may appeal the decision to the Board of Directors of the League by:

- Mailing a written notice of appeal to the school administration,
- Mailing a written notice of appeal to the Executive Director of the Minnesota State High School League within ten days after the receipt of the written finding of fact and conclusion from the school hearing panel, and
- Mailing a copy of the written findings of fact and conclusion of the school's hearing panel to the Minnesota State High School League.

The League shall schedule a hearing within two days of receipt of the written notice of appeal unless an extension, not to exceed five days if requested, for good cause, by the school, student, parent(s), or guardian(s). The hearing shall be an original proceeding with the school having the burden of proving its allegations. The hearing shall take place before an independent hearing panel. The cost of the hearing panel shall be borne equally by the League and the party appealing the school's decision. The appealing party must send a certified check for \$250.00 with their request for the hearing. Cancellation with a full refund will be honored up to 24 hours in advance of the scheduled hearing. The proceedings of the hearing shall be recorded and preserved pending ultimate disposition of the matter. Testimony shall be given under oath. The student shall have a right to a representative of the student's choice which may include legal counsel. The student, parent(s), or guardian(s) shall have the right to present evidence and testimony. The recommendation of the hearing panel shall be based solely upon evidence presented at the hearing, shall be in writing, and the controlling facts upon which the evidence is based shall be stated in sufficient detail to apprise the parties of the basis and reason for the recommendation. The recommendation of the hearing panel shall be made to the League office within four days following the end of the hearing. The decision of the Board of Directors shall be rendered within five days after the receipt of the recommendation from the independent hearing panel. The decision of the Board of Directors shall be final.

Sharing of Information

Pursuant to Minnesota Statute 126.035, law enforcement agencies will be notifying and releasing names of Herman-Norcross Community School students to the Chemical Abuse Pre-Assessment Team of incidents occurring off the school premises involving chemical use or abuse by students enrolled in the school pursuant to the possession or purchase of alcohol in violation of the Minnesota Statutes 348.503, Sub. D. 2 or 3 or in a controlled substance in violation of Section 152.09, Sub. D. 1.

Policies Regarding Extra-Curricular Activities

Participation in after school and evening activities:

- A student must be in attendance four consecutive class periods to be able to participate in after school and evening activities. This includes all extra-curricular activities which meet after school or in the evening. Example: All practice sessions, games, meetings, concerts, etc.
- If, for some reason, the student cannot be in school the day of the activity, they must make arrangements with the instructor in charge of the activity and, in all cases, see the administration a day or two before the absence will take place. If that is not done, the student will not be able to take part in the event. Doctor or dental appointments, parents approved work from home, funerals, and driver's tests are exceptions to the above policy. Seniors only may also be excused for college visits.
- In the event school is dismissed early due to inclement weather, all after school and evening activities such as practices, games, etc. will be cancelled or postponed.
- Some activities are held after supper. These activities are to be closed no later than 10:00pm with the exception of Wednesday night when there shall be no activities after 5:30pm. There shall be no practices on Wednesdays for grades 7 and 8.

School Buses and Out-of-Town Events

The bus drivers have a very responsible position. They must be experts at their jobs. Your consideration towards them and your conduct on the bus should be such as to give them the opportunity to devote their entire attention to driving. Students riding activity buses must follow the rules that apply to the regular bus students. Students who go to a school sponsored activity in a school bus must also return on the bus, unless they have a note from a parent/guardian that is signed by the superintendent. For the safety of the other students, anyone who does not comply with these regulations may not be allowed to ride the activity bus for the remainder of the school year.

Students participating in the following cooperatively sponsored activities with Wheaton High School may drive to home events. Activities scheduled at Herman-Norcross and Wheaton are considered home events. A bus will be provided, however, for students to ride to all out-of-town events. All students are encouraged to ride buses unless there are unusual circumstances.

Girls & Boys Basketball	Softball
Girls & Boys Track	Football
Cross Country	Wrestling
Baseball	Volleyball
Girls & Boys Golf	

Students may not drive to practices. They must ride practices buses and vans. If special circumstances should arise, special permission from the superintendent must be granted to licensed drivers with a signed note from their parent/guardian. Students violating this procedure will miss a predetermined number of practices or games set by the coach.

Co-Curricular Trips

The above rules and regulations will apply to any trip under school responsibility. Students shall respect the wishes of the chaperone appointed by the school. Students going to co-curricular events on the bus/van must return on the bus unless approved prior arrangements have been made. Parent(s) or guardian(s) are the only persons that can give permission and the only ones

who will be allowed to take their children with them. Students violating the bus/van regulations lose the privilege of riding the bus/van on future co-curricular trips.

Rules for Riding the Bus or Van

All students must follow the rules on the bus or van, or they are subject to lose their bus riding privileges; no exceptions.

- All students **MUST** obey the directions given from the bus/van driver.
- All students **MUST** remain seated while the bus/van is moving.
- There is **ZERO TOLERANCE** for bullying.
- There is to be no teasing or swearing.
- Keep your hands and feet to yourself and out of the aisle.
- Students will refrain from behavior that could endanger other students, school employees, or school property.
- Absolutely **NO** throwing of objects in the bus/van or out the bus/van windows.
- Students must keep **ALL** body parts inside the bus/van at all times (head, hands, arms, feet, legs).

The school bus/van is an extension of school and the student(s) are expected to behave as if they are still in the classroom. If the bus/van rules are not abided by, it may result in the following actions being taken:

- First warning will be a verbal warning to the student.
- Second warning will be a verbal warning to the student and a phone call to the parents.
- Third warning will be a verbal to the student, phone call to the parents, and an assigned seat at the front of the bus.
- If a fourth warning is needed, the student risks losing his/her bus/van riding privileges for a minimum of one week.

General Behavior

- All students will show respect for school property.
- Students shall not write on school property.
- Students will behave in a courteous and respectful manner to fellow students and adults.
- Students shall not use vulgar (inappropriate) language.
- Students shall follow direction immediately with no talking back.
- All students shall follow lunchroom, playground, gym, and hallway rules.

Expected Behavior at Games, Concerts, and Special Events

- Watch the event.
- Do not walk out of a game or concert except during an intermission or during half time.
- Do not talk or make noise during a concert or play.
- Show your appreciation for the performers by applauding in a respectful manner.
- Pay attention during a game and cheer to show your appreciation.
- No booing or showing unsportsmanlike behavior at games.

Assembly Programs

Students are to observe all of the following rules for assemblies:

- Go directly upon dismissal from class to the auditorium and sit in your assigned section.
- Be attentive and courteous during the presentation.
- Leave no textbooks, wastepaper, or personal items in the auditorium.

- At the conclusion of the program, go directly to the classroom assigned for that hour or as announced.
- Distractions of any kind must be avoided. Proper applause indicates appreciation. Booming, whistling, and stamping of feet reflect poor manners.

Library

The library will be open to students from 8:05am-12:05pm and 12:30-3:30pm on all school days. All students must have a pass during school hours. Students should leave passes on the circulation counter with library personnel. Magazines may be checked out on a three-day basis. Current magazine issues may be used in the library only. Books may be checked out for two weeks. Books may be renewed providing there are no requests for that title. Newspapers may be used in the library only. Library personnel will determine what materials may be copied. It is the student's responsibility to see that all library materials are returned on time. No fines will be assessed. All overdue materials will be considered lost. Lost materials must be paid for according to the current replacement value of the material. Bills will be sent monthly for lost materials. Students with overdue or outstanding fines lose their checkout privileges until materials are returned and/or fines are paid. If overdue notices are repeatedly ignored and materials are not returned as requested, consequences could include one or more of the following:

- Limiting certain materials to library use only or Detention

Library Conduct

Students are expected to conduct themselves in a manner that is not disturbing to others. Library personnel will determine what is inappropriate conduct. After an initial warning, a student may be subject to restriction from the library for a period of two to four weeks, with possible detention, or restricted for the quarter. Inappropriate conduct includes:

- Throwing objects or littering the library
- Vandalism
- Loud noises that disturb others
- Swearing or inappropriate language
- Theft
- Other school-wide inappropriate conduct

Study Hall

- No student may sign out of the study hall the first five minutes of the period. This is the time when roll is taken and students must remain in their seats.
- Atmosphere conducive to learning.
- Only one boy and one girl may sign out at a time to use the restroom.
- If you wish to sign out from study hall to see another teacher, it is necessary to procure a pass from that teacher in advance.
- All paper is expected to be picked up from the floor and deposited in wastebaskets before you will be excused from study hall.
- No student is to leave study hall unless excused by the teacher.
- You may sign out to the library when the librarian is on duty. When the library is being used by classes, the library will be closed to study hall students.

Hallway and Restrooms

- Running, pushing, and loitering in the hall or restrooms is not allowed.

- Bouncing or throwing objects is not allowed.
- During school hours, students must have a pass to be out of the classroom.
- Talk only in a quiet voice to pass before you walk into or cross a hallway.
- Wait for a line of students to pass before you walk into or cross a hallway.
- Be sure to put used paper towels in the wastebaskets.
- Keep up with your group when passing down the hallways.
- Please do not jump up and down and touch windows above the hallway and keep your hands off the trophy cases.

Lunchroom

- Note the hallway rules when going to and returning from the lunchroom.
- When standing in the lunch line, keep your voice low and your hands to yourself.
- Try each kind of food on your plate and eat as much as you can before returning your plate.
- Do not throw food or play with utensils.
- Clear your table space of food, cartons, napkins, and silverware before returning your plate.
- While in the lunchroom, students may talk in a quiet voice.
- Use good table manners.
- Walk at all times.
- No pop is allowed in the cafeteria during breakfast and lunch hours.

Playground

Students will use equipment in the manner for which it was intended.

All Equipment

- No rough playing or pushing on the playground equipment.

Students shall play in designated areas only.

- Stay off private lawns.
- Stay out of muddy areas.
- Stay away from the building, doors, and windows. Students may play on the cement at the end of the building.
- Stay off the grass in front of the school.

The following are not allowed:

- tackle football or using shoulder pads or helmets
- wrestling, pushing, or other tackling games
- rock, stick, or snowball throwing
- going into the building without permission from playground supervisor
- using a hard baseball or standing too close to the batter during a softball game
- climbing on the school, sheds, backstops, fences, or trees
- skateboarding or rollerblading on the cement at the north end of the building
- playing on the football field
- running through the north entry doors
- kicking volleyballs and basketballs
- breaking branches off trees or playing in the new trees near the tennis court
- killing or harassing animals or birds on the playground

- no flipflops or slides allowed
- no pretending to use weapons (ex. guns, swords, etc.)

Safety and Rules for the Gym

When in the gym do not:

- throw or kick balls at anyone (except in kickball or dodgeball), the band room wall, the ceiling, or the wall where the heat ducts are located
- leave the gym without a pass
- play on the stage, behind the curtains, in the hallways, on the bleachers, or in the stairways
- run recklessly through groups of playing students
- continue to play after a whistle has sounded
- tumble unless the proper equipment and spotter are used and the supervisor has given permission
- throw playground balls at the heads of players during dodgeball
- no flip flops – must use gym shoes
- no pretending to use weapons (ex. guns, swords, etc.)

Snowballs

Students are not to throw snowballs at another student, at a bus, any vehicle, or school property. The consequence will be imposed by an administrator.

Snacks, Pop, Chips, Etc.

- Snacks, pop, chips, etc. are not allowed in the classrooms without permission of the teacher. No pop is allowed in the cafeteria during breakfast and lunch hours.

Discipline Policy

It is the position of Herman-Norcross School that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members.

While the Student Handbook developed with Herman-Norcross School relates to activities within the school setting, the ultimate responsibility for growth in self-discipline is a cooperative effort of students, school personnel, home, and community. The school board and administration will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, State Board of Education regulations, and this policy.

Attendance

MN Statute 260C.007 Subd. 19 defines a child as being a habitual truant if the child is:

- In elementary school (K-6) and is absent seven days in a school year without a valid excuse. This is most likely addressed through educational neglect by Social Services and the County Attorney.
- In high school (7-12), or a child who is 17 years of age or younger, and is absent one or more class periods on seven different school days in a school year without a valid excuse. Three tardies are equivalent to one unexcused absence.

The Herman-Norcross School further addresses sick days in the following ways:

- If a student is absent three consecutive days, a valid doctor's excuse will be required for it to be excused.
- Four sick days in a semester will require a valid doctor's excuse. For those students who have not reached four sick days by the end of the semester, the count starts over. Those who have already reached the four sick days will provide a valid doctor's excuse for the remainder of the school year.
- When a discernible pattern of sick days becomes apparent, the school has the ability to require a valid doctor's excuse for illness.

The following activities will be excused with prior approval:

- Funerals or deaths of relatives
- Observance of a religious holiday
- Family vacations – Students will need to make arrangements with their teachers to have their work done either before they leave or upon return
- Personal illness and doctor, dentist, or orthodontist appointments

When a student has three unexcused absences, the parent will receive a letter from the school informing them that their student has three unexcused absences and offering and explaining potential consequences.

When a student has five unexcused absences, the parent will receive a letter setting up a meeting with the school, parents, County Attorney, and Social Services in an attempt to remedy the situation prior to court involvement being necessary.

When a student has seven unexcused absences, the parent will receive a letter notifying them that their student has reached the legal definition of a habitual truant and a petition has been sent to the County Attorney and Social Services office. Social Services will consult with the County Attorney regarding court action.

Make-Up Policy

Students returning to school must report to the office with a written excuse from a parent which indicates the reason for the absence. The parental excuse shall be placed on file and an admit slip will be given to the student to be presented to each classroom teacher. Parents are required to call the school on the day(s) of the student's absence giving a reason for the absence. If a parent fails to contact the school, the school will contact them. Students who are absent will have two school days to complete make-up work for each day absent. Assignments and tests that are assigned prior to the absence will be due or taken on the due date or on the first day the student is back in school.

Leaving the Building During School Hours

Once a student has reported to school, he/she is not to leave the building for any reason without first reporting to the office for a pass except at noon hour. Before a pass is issued, a telephone call or note from a parent explaining the reason for leaving the building is necessary. Students who fail to do so will not be excused and will receive an unexcused absence. Blanket passes for the full school year will not be accepted.

Doctor or Dentist

Doctor or dentist excuses will be made out by the secretary. Be sure to obtain the excuse before first hour. When returning, report to the office for a class admittance slip.

Illness During School

If you should become ill during the school day, report to your instructor and then to the office. Students must sign out in the office before leaving the building. Students must also sign in before going to your classroom upon returning.

Steps to Follow When Absent

Have a parent write an excuse containing your name, date(s) of absence(s), reason for absence(s), and his/her signature. Present your excuse to the office on the morning of your return. No late excuses accepted after two school days upon returning to school. Result: Unexcused Absence

Excused Absences

Students may be absent from the school building between 8:20am and 3:00pm for the following reasons:

- Educational approved programs with prior approval by administration
- Professional health and legal appointments with certification from health or legal personnel
- Family death or family emergency
- Personal illness – the school may require certification of a doctor
- Trips – only when one week advance notice is given to the school so prior approval may be obtained from administration
- College visits – only by prior approval of the counselor – three per year are allowed to Juniors and Seniors
- Parental work approved in advanced

Other absences will be dealt with by administration on an individual basis.

Unexcused Absences

- Shopping
- Pictures
- Employment – unless enrolled in an educational program
- Tanning, haircuts, errands, etc. will not be allowed even with parental approval unless the following is met:
 - During study hall
 - Prior written parental permission
 - Walking only – no driving or motorized vehicles
- Removal from class by a teacher or administrator – this includes in-school suspension, out-of-school suspension, and out of class for the day
- Sleeping in class

Exceptions to the above can be made on an individual basis by administration.

Unexcused Absence Actions

- First Unexcused Absence: One hour detention for each period of school missed.
- Second Unexcused Absence: In-school suspension working on assigned school work

- Third Unexcused Absence: Three day suspension from school with all school work needing to be completed, but the work will be zeroes
- Fourth Unexcused Absence: Recommendation taken to administration for the Board of Education to take action on possible long-term suspension

Excessive Absences

A student may not miss any single class more than fourteen times during the school year or seven times per semester and receive credit for that class (except for school-sponsored activities). After a student has missed a class ten times per year course or four times per semester course, written notification will be made to the parent that if the student is absent three more times, credit for the class will not be given. It is recommended that a student who has missed more than nine class periods per semester and/or fourteen class periods per year course make up sixty minutes for each forty-five minute class missed. Time will be made up with each individual teacher and at the teacher's discretion.

Appeal for Absences

A written appeal may be made to administration requesting a hearing for restoration of the credit lost.

Tardiness

If a student is late for school at the beginning of the day, he/she must report to the office for a late slip. If a student is late for class, other than the beginning of the day, the teacher will handle this. Do not report to the office. If a student is late for class, and the reason is because a teacher caused it, the student should obtain a pass and carry with him/her. A student will not be allowed to go back to a teacher to get a pass. If a student has one unexcused tardy for a class per semester, there is no penalty. If a student has more than one unexcused tardy, he/she will make up the time with an additional fifteen-minute penalty.

If a high school student is more than ten minutes tardy for any class period, it will be counted as an unexcused absence for that period. If an elementary student is not in school before 9:00am, he/she will be counted absent.

Truancy/Skipping School

Students under the age of 18 are required by Minnesota State Law to attend school. After seven consecutive days of unexcused absences, complaints will be filed by the school and court action taken against habitually truant students under the age of 16.

Extra-Curricular Make-Up Policy

Records will be maintained on each student, indicating day(s) and period(s) absent and the reason(s). After being absent, the student must report to the office and obtain an admit to class slip. Students may be excused to attend state and regional tournaments. Students may attend tournaments. Students attending must be a member of the varsity squad or a cheerleader of the varsity squad of the tournament they wish to attend. Coaches of the varsity teams are to designate team members. Student managers in grades 10-12 may also attend. Eligible students attending must meet the following criteria:

- Must make up all work in advance of going to the tournament
- Must submit written permission from parent to the school
- Must meet all eligibility requirements of Herman-Norcross School.

In the event, Herman-Norcross School is a participant in a regional or state tournament, then Item II. Rules of Conduct, Attendance, 4, will apply.

Detention Policy

Detention will be held every Tuesday and Thursday after school from 3:00pm to 4:00pm. Students placed on detention who do not show up will be given in-school suspension the following day. Students placed on detention by the teacher, administration, or any other staff member will have their guardian notified.

Use of Tobacco, Alcohol, or Drugs

It is unlawful for a minor to use or carry tobacco, alcohol, or drugs in any form on school property in Minnesota. Any student found to be smoking, chewing tobacco, using alcohol or drugs, or carrying such items on school property is subject to immediate suspension. The athletic field, parking lot, school grounds, and school buses are considered part of school property, as well as the time students are on any trip/activity sponsored by the school.

Citizenship and Respect for Property

Since the teaching of citizenship is one of the foremost objectives of education, teachers are constantly instilling in the hearts of their students a proper respect for public and private property. Every student is made to understand that he/she must make monetary reparation for defacing, destroying, or appropriating school equipment. He/she is also made to know that he/she pays more than just dollars and cents for the damage done – the greater price being his/her loss of rating as a first-class citizen of the school and community.

Cheating

Cheating is defined as unauthorized giving, receiving, and/or otherwise obtaining assistance in the completion of administered tests or other measurements of academic achievement. When an instructor determines that a student has given, received, and/or obtained unauthorized assistance, the instructor shall initiate and enforce appropriate action. Appropriate action is defined as recording no credit for the specific work or test being measured and referral to administration and notification of parent or guardian.

Classroom Rules

- Keep hands and feet to yourself.
- Be in class on time and be prepared – pencil, book, paper, assignment, etc.
- No swearing or teasing

Classroom Discipline

Teachers should have a stated list of behaviors they expect from their students. Before sending a student to the office, a teacher should try counseling with the student, talking to the student outside of the classroom, calling the parent or guardian, and/or having the student stay after school. If none of these methods work, the student should be sent to the office. The reason for this must be in writing.

Student Removal from Class

- First Time: Student discusses incident with administration and teacher. Guardians will be notified by the school. The student will receive zeros for any work missed and serve one hour of detention.
- Second Time: One day of in-school suspension and a parent-teacher conference.

- Third Time: Three days of in-school suspension and a parent-teacher-administrator conference.
- Fourth Time: One to five days of out-of-school suspension, written notice to parents, and a student-parent-teacher-administrator conference.

Suspension from School

In order for the student to return to class, the parent or guardian must meet with administration and the teacher who removed the student from class. It is understood, then, by all involved, that should a parent or guardian be unable to meet as outlined herein, the student cannot return to class nor can the student participate in extra-curricular activities and this process shall repeat itself the following day(s).

School Disruptions

Any student who disrupts or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action. Disciplinary action may include, but is not limited to:

- Meeting with the teacher, counselor, or administration
- Detention
- Loss of credit
- Loss of school privileges
- Parental conference with school staff
- Modified school programs
- Removal from class
- Suspension; in-school and out-of-school
- Exclusion
- Expulsion

Corporal punishment is not allowed by MN State Law

Handicapped Students

In the event disciplinary action is contemplated against a handicapped student, a conference with the counselor, administration, and special education teacher shall be held first to assure that the breach of discipline by the handicapped student is not a result of his/her handicap.

Suspension-Exclusion-Expulsion

Procedures for suspension, exclusion, and expulsion will be followed according to the Pupil Fair Dismissal Act of 1974.

Disruptive Devices

Water guns, water balloons, water bottles, fire crackers, pulling the fire alarm without a fire, or any other device which causes disruption in the school and classroom is not to be brought to school. Students in possession of or doing such may be given a warning/detention and/or suspension of up to one day.

Dangerous Devices

Students will not carry or possess any instrument which could be classified as a weapon. This includes, but is not limited to guns, pointed objects, chains or any other item which could do bodily harm to another individual. The minimum disciplinary action will be suspension from school and will be reported to the law enforcement agency.

Guns: Students are not to carry or possess (possession includes in a locker) any gun or gun look-a-like, loaded or unloaded, in the school building, or on school property. To do so will result in immediate expulsion and notification to law enforcement authorities.

Knives: Students are not to carry or possess (possession includes in a locker) a concealed or unconcealed knife in the school building or on school property. To do so may result in immediate suspension. Students threatening to use a knife or using a knife in the school building or on school property may be immediately expelled and turned over to law enforcement authorities.

Terroristic Threats: Any student or person that disturbs or threatens to disrupt the educational process by making a threat that a bomb or other explosive device has been placed in the school, will be subject to all legal remedies and actions. Students proven to have made such a threat, in addition to legal action, may be expelled or suspended from school.

Administration will take the necessary steps to establish procedures with those who might receive a call or notice to the effect that a bomb has been placed in a school or any other building or establishment to respond in the following manner:

- Immediate evacuation of the school or building(s).
- If the call was not received originally by the fire and police departments, immediate notification is required. Both departments should respond.
- A search of the building or premises should be conducted only under the direction of the senior officer present from either protective department.

Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.

If a thorough search has been conducted and nothing found, administration of the school or building should be notified by the senior officer of the local protective department that reentry will be permitted. Investigation of the incident should be made by the local police department assisted by the State Fire Marshall's office, if requested. Any decision concerning the dismissal of school students and subsequent action after the above procedures have been followed in the prerogative of the administration or the Board of Education after the county sheriff has granted permission to preoccupancy.

Staff members will be responsible for the people in their rooms at the time of evacuation. The administration will designate a facility in Herman where staff members are to take their students. Once there, said staff members, will remain in charge of said students until 1) the building is cleared for preoccupancy and everyone is returned to their classroom to await announcements from administration, or 2) school is dismissed and parents are contacted concerning the safety of their child(ren).

If the decision is made to dismiss students, school bus drivers are directed to be certain that the parent or guardian is at home when a child(ren) is returned. If no contact is made, the child(ren) must be retained on the bus. The bus driver shall complete his/her route and return the child(ren) to the care of school personnel.

For each child who does not ride the bus, a parent or guardian must be contacted by school personnel explaining that they are being 1) asked to report to a designated area and pick up their child(ren), and 2) that the child(ren) will be kept at the designated area until the child(ren) is picked up by the parent or guardian. These children will also be kept under the care of the school personnel.

Penalty procedure for any bomb or bomb threat will be handled as follows:

- Any bomb threat which subsequently falls into the category of a “hoax” will result in immediate suspension from school upon verification of the act. The administration will have the authority to suspend the student(s) the maximum amount allowed by Minnesota Statute.
- Any student guilty of placing a bomb in the school facility will be subjected to the expulsion procedures as written by Minnesota Statutes. Any student guilty of such an act will be expelled for a minimum of one semester, not to exceed one calendar year.

It is the goal of the Herman-Norcross School District to handle this entire process in a positive manner so as to attempt to meet the needs of everyone involved.

If an actual bomb is discovered in the building or on the grounds, the person who discovers the bomb should:

- Avoid moving or handling the bomb
- Notify the office
- The office will follow the bomb procedures already outlined

Lock-Down Procedures

One means of securing the school is to implement lock-down procedures. Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building. Building administration will issue lock-down procedures by announcing a warning over the PA system. The announcement will be a coded alert. When you hear “Code Red”, begin the lock-down procedures.

- Direct all students, staff, and visitors into classrooms.
- Lock classroom doors.
- Pull the shades down on windows.
- Move all persons away from windows and doors.
- Allow no one outside of the classroom until an all-clear signal is given by the building administrator.

Fire Drills

As soon as you hear the fire alarm sound, leave everything as it is (books, coats, etc.) and concentrate on leaving the building in the best and quickest order possible. The first student out each door should hold the door open until all the rest are out. During the drill, go in an orderly manner to the sidewalks away from the building. When the all-clear has been given, proceed back into the school in an orderly manner.

Emergency Shelter

In case of bad weather when buses cannot get students home, each student must have a place in town to stay other than at school. A yellow form to fill out and sign will be sent home with the students. If school is to be closed due to bad weather and blocked roads, a message will be sent

on School Messenger and an announcement will be made over KMRS (1230 AM) in Morris, KIKV (100.7 FM) in Alexandria, and KRVY (97.3 FM) in Willmar, as well as on KARE 11 in Minneapolis. Buses will operate if it is reasonably possible to travel on the roads. There may be times when some side roads may be closed, but the main highways are open. In these times, the school will remain open, and the parents may bring the students to school or to the main highway to meet the buses if they can read the road with a reasonable amount of effort.

Data Privacy Act

Pursuant to the requirements of the School District regarding the requirements of federal law, the following constitutes the School District's Annual Notification to parents and students regarding data privacy practices of the School District.

The School District has adopted the Student Record Data Privacy Policy incorporating state and federal requirements as to data privacy rights in student educational records. In summary, the policy provides:

- Privacy Rights: Educational records which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the student's parent or guardian, or if the student is 18 or attends a postsecondary institution, the student. This general rule is subject to specific and limited exceptions which cannot be set out here due to limitations of space but are set out in the complete policy. Directory information includes the following:
 - Student's name
 - Name of the student's parents
 - Participation in officially recognized activities
 - Grade level completed
 - Weight and height of members of athletic teams
 - Degrees and awards received
 - Photo of student, if available

Directory information may be released to the public without prior parent or student consent unless the parent or student, if the student is 18 or older, has objected in writing to the release of one or more categories of such information.

- Inspection of Records: Parents of a student or a student who is 18 or older may request and review any of the student's educational records except those which are, by state and federal law, made confidential. The School District will comply within five working days. In certain circumstances, an additional five working days may be required in order to comply. Copies of records may be obtained at a reasonable fee as established by the School District.
- Challenge to Accuracy of Records: A parent or student, age 18 or older, who believes that specific information in the student's educational records is inaccurate, misleading, incomplete, or violates the privacy or other rights of the student may request that the school amend the records in question. If the building principal or director of special education, within a period of 30 calendar days, declines to amend the record as requested, the parent or student who is 18 or older will be advised in writing of their right to request and obtain a review of the request with the superintendent or school board. If, as a result of this review, it is determined that the challenged record is not inaccurate, misleading, incomplete, or in violation of the privacy or other rights of the student, the parent or student of age 18 or older will be notified of their rights to place a statement with the

recorder commenting upon it and setting any reason for disagreement with the decision of the School District. The decision of the superintendent or school board is the final decision of the School District and may be appealed under the provisions of the State Administrative Procedure Act, Minnesota Statute C.15, relating to contested cases.

- **Transfer of Records to Other Schools:** The School District forwards educational records of students to other schools and school districts in which a student seeks or intends to enroll upon request and receive a copy of the records which are transferred and may, pursuant to this policy, challenge the accuracy of the records. The School District does now, however, notify parents or students of age 18 or older prior to such a transfer.
- **Complaints of Non-Compliance:** Parents or students of 18 years of age or older who feel there has been a violation of the rights accorded to them may submit written complaints to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, D.C. 20201.

This review of the data privacy rights of students and parents in the educational records maintained by the School District is intended only to be a summary of the provisions of the “Protection and Privacy of Pupil Records” and applicable state and federal law. Requests for copies of the policy and questions should be addressed to: Superintendent of Schools, Herman-Norcross Community School, Herman, Minnesota 56248.

Religious, Racial, and Sexual Harassment and Violence Policy

General Statement

It is the policy of Independent School District No. 264 to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any student, teacher, administrator, or other school personnel of the school district to harass a student, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

It shall be a violation of this policy for any student, teacher, administrator, or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any student, teacher, administrator, or other school personnel.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

Definitions

“Sexual Harassment” consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in a decision affecting that individual's employment, or of obtaining an education;
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal harassment or abuse
- Unwelcome pressure for sexual activity
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school personnel to avoid physical harm to person or property;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or unwelcome behavior or words directed at an individual because of gender.

“Racial Harassment” consists of physical or verbal conduct relating to an individual's race when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

“Religious Harassment” consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- Has the purpose or effect of creating and intimidating, hostile, offensive working or academic environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

“Sexual Violence” is a physical act of aggression or force or the threat, thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex.
- Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

- Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

“Racial Violence” is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

“Religious Violence” is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

“Assault” is an act done with intent to cause fear in another of immediate bodily harm or death, the intentional infliction of or attempt to inflict bodily harm upon another, or the threat to do bodily harm to another with present ability to carry out the threat.

Reporting Procedures

Any person who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a student, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment or violence toward a student, teacher, administrator, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from administration, but oral reports shall be considered complaints as well. Nothing in the policy shall prevent any person from reporting harassment or violence directly to a district human rights officer or to administration.

In each school building, the special education coordinator is the person responsible for receiving oral or written reports of religious, racial, or sexual harassment or violence at the building level.

Any adult school district personnel who receives a report of religious, racial, or sexual harassment or violence shall inform the building principal immediately. Upon receipt of a report, the special education coordinator must notify the school district human rights office immediately without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practical by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school human rights officer by the reporting party or complainant.

The school board hereby designates the superintendent as the school district human rights officer to receive reports or complaints of religious, racial, or sexual harassment or violence.

The school district shall conspicuously post the name of the human rights officer including mailing address and telephone number.

Submission of a good faith complaint or report of religious, racial, or sexual harassment or violence will not affect the complainant or reporter’s future employment, grades, or work assignments.

Use of formal reporting forms is not mandatory.

The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Investigation

By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial, or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by the school district.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the school district may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators, or other school personnel pending completion of an investigation of alleged religious, racial, or sexual harassment or violence.

The investigation will be completed as soon as practical. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly to the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

School District Action

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

The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports alleged

religious, racial, or sexual harassment or violence of any person who testifies, assists or participated in an investigation, or who testifies, assists or participated in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Right to Alternative Complaint Procedures

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

Harassment or Violence as Abuse

Under certain circumstances, alleged harassment or violence may also be a possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute 626.556 may be applicable.

Dissemination of Policy and Training

This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members. This policy shall appear in the student handbook. The school district will develop a method of discussing this policy with students and employees. This policy will be reviewed at least annually for compliance with state and federal law.

Bullying Prohibition Policy

Purpose

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

General Statement of Policy

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on School District property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the School District or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off School District property and/or with or without the use of School District resources.

No teacher, administrator, volunteer, contractor, or other employee of the School District shall permit, condone, or tolerate bullying.

Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions on this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

False accusations or reports of bullying against another student are prohibited.

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the School District's policies and procedures, including the School District's Discipline policy. The School District may take into account the following factors:

- The developmental ages and maturity levels of the parties involved
- The levels of harm, surrounding circumstances, and nature of the behavior
- Past incidences or past or continuing patterns of behavior
- The relationship between the parties involved
- The context in which the alleged incidents occurred

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

The School District shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the School District, and foster student, parent, and community participation.

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

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

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

Definitions

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

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
- materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term “bullying” specifically includes cyberbullying as defined in this policy.

“Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic devices. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

“Immediately” means as soon as possible but in no event longer than 24 hours.

“Intimidating, threatening, abusive, or harmful conduct” means, but is not limited to, conduct that does the following:

- Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
- Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
- Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

“On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to the school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to and from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

“Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

“Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

“Student” means a student enrolled in a public school or a charter school.

Reporting Procedure

Any person who believes he or she has been the target or victim of bullying or any person with knowledge of belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated in this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall

be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

School District Action

Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the team's IEP

or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

Retaliation or Reprisal

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

Training and Education

The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

- Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
- The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
- Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
- The incidence and nature of cyberbullying; and
- Internet safety and cyberbullying.

The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

- Engage all students in creating a safe and supportive school environment;
- Partner with parents and other community members to develop and implement prevention and intervention programs;
- Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
- Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
- Teach students to advocate for themselves and others;
- Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
- Foster student collaborations that, in turn, foster a safe and supportive school climate.

The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

Notice

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

Policy Review

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Verbal and Physical Abuse

Definitions

Physical Assault: Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another. Physical assault also includes the provocation of another person.

Disciplinary Action: Students violating this rule may be suspended from one to ten days, and/or other disciplinary action deemed necessary. Any absences from class as indicated above will be counted as an unexcused absence.

Verbal Assault: Verbal assault is abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

Disciplinary Action: Students violating this rule may be placed on detention, removed from a class period for up to three periods, suspended for one to ten days, and/or other disciplinary action deemed necessary. Any absences from class as indicated above will be counted as an unexcused absence.

Hazing Prohibition

Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff and free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

General Statement of Policy

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other school employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Definitions

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student Organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has knowledge or belief of conduct which

may constitute hazing shall inform the building principal immediately. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

School District Action

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

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

Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Dissemination of Policy

This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

A Simple Test

If you aren't sure if something is hazing or not, try answering the following questions:

- Does this activity promote or conform to the values of the school or organization?
- Will this activity increase respect for the school or organization?
- Is everyone equal in this activity?
- Would you be able to defend the activity in a Court of Law?
- Does the activity have value in and of itself?
- Would you be willing to allow parents to witness this activity?

Wellness Policy

Purpose

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

General Statement of Policy

The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity. School staff should act as

role models for good nutrition habits and physical activity behaviors. Healthy role models are especially important while interacting directly with students in areas like classrooms, gymnasiums, hallways, and cafeterias. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. All students in PreK-12 will have opportunities, support, and encouragement to be physically active on a regular basis. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

Guidelines

Food and Beverages

All foods and beverages made available on campus during the school day will be consistent with the current USDA Dietary Guidelines for Americans. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines. The Herman-Norcross School District will adhere to the following specific guidelines for foods and beverages sold or provided separately from the reimbursable school lunch program:

- Food
 - The goal of the Herman-Norcross School District is to encourage the consumption of nutrient dense foods, such as whole grains, fresh fruits, vegetables, and dairy products. At any school function, healthy food options should be available to students and staff. Preference will be given to foods that do not list sugar as a first ingredient and do not have more than half of its calories from fat.
 - Foods with a high sugar content (candies, desserts) or with high fat content (fried foods, fatty meats, cheeses) will be available on a limited basis and will be limited in portion size. The Herman-Norcross School District will limit celebrations that involve food during the school day to no more than two parties per class per month. Birthday celebrations will feature healthy choices. Birthday treats must be purchased and brought to school in unopened packaging, not homemade items. Other celebrations will include no more than one food or beverage that does not meet nutrition standards.
 - School will encourage students not to share food or beverages with one another during meal or snack times given concerns about allergies and other restriction on some children's diets.
 - The Herman-Norcross School District will encourage healthy choices as classroom snacks. A list of healthy snack choices will be made available to all staff and parents. Every item offered for morning break will meet healthy standards with one exception per month.
- Beverages
 - Only milk (preferable low-fat), flavored milk, water, and beverages containing 100% fruit juices with no added artificial or natural sweeteners may be sold or provided on school grounds both immediately prior to and throughout the instructional day.

- Vending
 - The Herman-Norcross School will offer a variety of beverages, such as water, 100% fruit juice, and sports drinks. No more than 50% of the vending selections will be soft drinks. No soft drinks will be offered until after school. The Herman-Norcross School does not have candy products available in vending machines.
- Fundraising
 - The Herman-Norcross School will encourage the use of non-food items or food with some nutritional value as fundraising choices. It will work toward limiting the use of candy and food items with minimal nutrition value. Food sold as a fundraising activity will not be sold during school lunch hours.

Food service personnel shall adhere to all federal, state, and local food safety and security guidelines. The Herman-Norcross School District will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free and reduced-price meals. The Herman-Norcross School District will provide students access to hand washing or hand sanitizing before they eat meals and snacks. The Herman-Norcross School District will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day. The Herman-Norcross School District will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities. The use of food of minimal nutritional value as learning incentives should be limited, and healthy food choices or non-food items should be encouraged.

School Food Service Program/Personnel

The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available through the school breakfast and lunch programs to ensure food and beverage choices are consistent with current USDA Guidelines for Americans. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in the school.

Nutrition Education and Promotion

The Herman-Norcross School District will encourage and support healthy eating by students and engage in nutrition promotion that is:

- Offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health.
- Part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate.
- Enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

The Herman-Norcross School District follows the Minnesota K-12 Academic Standards and Graduation Requirements that state "...in grades K-8 health instruction must be given each year or by district-determined grade bands. Grades 9-12 instruction must be provided to all students at least once in both areas (health and physical education)." Nutrition education is taught in grades K-12 as part of the health class and also in Family and Consumer Science (FACS) classes. The Herman-Norcross School District will implement a comprehensive curriculum approach to

nutrition in K-12. All instructional staff will be encouraged to integrate nutritional themes into lesson plans where appropriate. These nutritional themes include, but are not limited to:

Knowledge of the Food Pyramid	Major nutrients
Dietary Guidelines for Americans	Healthy heart choices
Sources and variety of foods	Serving sizes
Identifying food of low nutrient density	Understanding calories
Diet and disease	Reading food labels
Healthy snacks	Food safety/sanitation

Staff primarily responsible for nutrition education will be properly trained and regularly participate in professional development activities and effectively deliver quality nutrition education. Nutrition education will reinforce the importance of physical activity and the health risks associated with a sedentary lifestyle. The Herman-Norcross School District will encourage the use of nutrition related posters, cartoons, printed educational materials and multi-media educational materials throughout the school campus to promote and educate students on healthy eating choices. Students will receive nutrition messages throughout the school that are consistent and reinforce each other. The Herman-Norcross School District will encourage all students to make age appropriate, healthy selections of food and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte lines, vending machines, fundraising events, and concession stands. The Herman-Norcross School District will limit the use of food or beverages with minimal nutritional value as rewards for academic performance or good behavior as determined by individual staff members and will not withhold food or beverages as punishment.

Physical Activity

The Herman-Norcross District recognizes that students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Towards that end, physical education and health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television. Staff will follow the Herman-Norcross 264 curriculum for physical education. The Herman-Norcross School District will encourage the following goals for physical activity:

- During the instructional day, students will be provided at least 45 minutes of age-appropriate activity on all, or most days of the week.
- Students should participate in several bouts of physical activity lasting 15 minutes or more each day.
- Extended periods of inactivity (periods of two hours or more) are discouraged for students, especially during the daytime hours.

Staff primarily responsible for physical education will be properly trained and will regularly participate in professional development activities to effectively deliver quality physical education. Supervised unstructured active play, commonly referred to as recess is offered daily for all students, PreK-8 and 9-12 on a limited basis. Recess is in addition to a student's physical education class and not substituted for physical education class. Recess and other physical activity shall not be routinely taken away as a form of discipline unless doing so is directly related to a student's behavior during recess. Proper equipment and a safe area are designated for recess. Opportunities for physical activity will be incorporated into other subject lessons, where

appropriate. School personnel will not use physical activity (e.g. running laps, push-ups) as a punishment or withhold physical activity (e.g. recess, physical education) from students as a punishment. Students will not be denied physical activity for purposes of make-up work, testing, etc. Physical education staff will be encouraged to begin fitness or activity logging to assist students in interpreting their personal attainments and compare them to national physical activity recommendations. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate. Students will be given age-appropriate opportunities for physical activity before and after school by making available the weight/exercise room and the gym as appropriate. The Herman-Norcross School District will encourage parents to support their children's participation in physical activity.

Communicating with Parents

The Herman-Norcross School District recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. The Herman-Norcross School District will encourage parent efforts to provide a healthy diet and daily physical activity for children by providing nutritional materials to parents. Materials may be provided in the form of handouts, postings on the district website, articles and information provided in school newsletters and supply lists and any other appropriate means available for reaching parents. The Herman-Norcross School District will encourage parents to pack healthy lunches and snacks and refrain from including beverages and food without nutritional value. A copy of nutritional guidelines developed in this policy will be made available to parents on the district website and in printed format. The Herman-Norcross School District will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

Implementation and Monitoring

After approval by the school board, the wellness policy will be implemented throughout the school district. The Wellness Committee that was formed to work on this policy will continue to meet annually to assist with the implementation and monitoring of the policy. In addition, this committee may consider other projects or activities that would continue to improve the health and wellness of the students, staff, and families of the Herman-Norcross School District. School food service staff will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate. The Herman-Norcross School District's Wellness Committee will provide an annual report to the superintendent setting forth the components of the wellness policy and the implementation process. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- Has a record of such impairment.

- Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, Herman-Norcross Community School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the program and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer. The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives parents and guardians the right to: 1) inspect and review educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make an amendment.

If there are questions, please feel free to contact Rick Bleichner, 504 Coordinator for the Herman-Norcross Community School District at 320-677-2291.

School Board Public Comment Protocol

The Board of Education serves as the general agent for carrying out the will of the people in this district, develops general policies for the management of the school system, and is responsible for carrying out certain state laws and regulations. The responsibility for executing policies and administering the school program is delegated to the superintendent, who is an ex-officio member of the Board of Education.

During the public comment portion of the meeting, visitors will have three to five minutes to address the board. During this time there will be no comments that are made that create a defamation of character, or are slanderous in nature of school district personnel and school board members.

Also, during the time of public comment, students' names are not to be mentioned nor any specifics on any discipline that has been issued. These matters are considered private data by law and will not be discussed at a public meeting.

Thank you for attending our school board meetings.

Information from Minnesota Revenue

Have you heard about the Minnesota K-12 Education Credits? There are two programs to help you pay for school expenses. The K-12 Education Subtraction and the K-12 Education Credit. Important: In order to claim these tax benefits, you must keep your original receipts for educational instruction and materials, showing how much you spent. You will need them in order to receive these credits and refunds. For more information and to find out if you are eligible for the subtraction, the credit, or both, call 651-296-3781 and order the Minnesota K-12 Education Subtraction and Credit fact sheet. You can also download it from the www.taxes.state.mn.us website.

Annual Notifications

Indoor Air Quality

Herman-Norcross Community School advocates a healthy school environment in which the surroundings contribute to an environment conducive to learning for students and productivity for teachers and staff. To help accomplish this, we have implemented an IAQ Management Plan using guidelines provided by the Department of Children, Families, and Learning (DCFL), and the “Tools for Schools” document developed by the U.S. EPA. Steph Bartell, Head Custodian, is the IAQ Coordinator for our school. She has been trained and certified by the DCFL to fulfill this position. All issues concerning indoor air quality should be brought to her attention. Steph may be reached at 320-677-2291.

Asbestos

In accordance with federal regulations, Herman-Norcross Community School has an asbestos management plan documenting the location and condition of all known or assumed asbestos containing building materials (ACBM). Asbestos materials do not pose a hazard as long as they are kept in good condition. Every six months, an accredited inspector visually inspects the condition of the ACBM. The management plan is available for public inspection at the district office during normal business hours. Steph Bartell is the designated person responsible for maintaining asbestos management plan for the district. She can be reached at 320-677-2291 with any questions.

Pesticide

A state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Schools that apply these pesticides are required to maintain an estimated schedule of pesticide applications, and to make the schedule available for review or copying at the school office. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact Steph Bartell at 320-677-2291.

Review of Policies

The administration and a committee of teachers shall confer annually to review the preceding policies to determine their effectiveness.

Appendix A

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

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

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____