

# **SOUTHWEST JUNIOR HIGH**

## **STUDENT HANDBOOK 2015-2016**



**Southwest Junior High School**  
**943 SW 9<sup>th</sup> Ave**  
**Forest Lake, MN 55025**

**Office Hours: 7:00-4:00**  
**Classes in session: 7:40-2:10**

### **Important Numbers**

- Main Office: 651-982-8700
- Fax: 651-982-8798
- Principal: Mr. Geary – 651-982-8701
- Assistant Principal: Mr. Newby – 651-982-8702
- Attendance: 651-982-8703
- Nurse: 651-982-8710
- Guidance/Activities: 651-982-8704
- Counselor for students with last names A-Le:  
Mr. Gjerning – 651-982-8705
- Counselor for students with last names Li-Z:  
Mrs. Vasil – 651-982-8707
- Police Liaison: 651-982-8706

# Southwest Junior High School

It is the responsibility of each student to read and follow this Southwest Junior High Student Handbook and the Forest Lake Area Schools Secondary Student Code of Conduct. **Please note that the rules contained herein may be added to or amended at the discretion of the administration.** Failure to read these documents does not exclude you from disciplinary action.

## BUILDING HOURS

The school doors are open at 7:00 a.m. Parents should drop off students after this time. School doors are locked at 7:36a.m., except Door #1. Students should not be in the building after 2:30 p.m. unless supervised by a staff member.

## EMERGENCY SCHOOL CLOSING

During inclement weather or other emergencies that would make it necessary to close school, an official announcement will be made over WCCO radio A.M. 830. This is the only station that may officially announce school closings for our school district. All emergency situations will be handled as per the steps outlined in the Southwest Emergency School Plan.

## PLANNERS

It is strongly recommended that all students use a planner or some other type of organizational tool. Research shows greater school success with the use of an organizational system. Each student will be provided with their first planner.

## ATTENDANCE PROCEDURES

Daily attendance is expected of each student. Students are also expected to be on time to school and each class. Illness, doctor and dental appointments, serious family emergencies and prior arrangements with the front office are the only acceptable reasons for being absent from/ tardy to school. Oversleeping, missed bus, haircuts, babysitting, or shopping are not excused absences/ tardies. **If a student reports late to school, he/ she should report to the school office first where she/he will receive either an excused or unexcused pass to class.** Once the student arrives at school by bus, car or walking, they are to come directly into the school building and not go off school grounds.

If a student is to be excused for an absence, we ask that the parent or guardian telephone the school for each day's absence at 651-982-8703. Excessive absences may require a doctor's note for each absence. Students leaving school during the day must bring a written parental request to the office prior to 8:00 a.m. The note should include the reason and the time of departure. A Leave School Permit Slip will be issued, but you must sign out in the office when you leave and sign in when you return.

No student will be allowed to participate in an after school activity if they miss more than two periods of a school day. Excused absences during the school day may include doctor appointment, dentist appointment, family emergency, or absence approved by administration. After school activities include, but are not limited to sports practice, sporting games, and clubs, dances, as well as awards events.

School officials, by law, must determine whether or not an absence is excused or unexcused. If an absence is determined to be unexcused, the student will be unable to receive credit for any of the work missed during this time or that was going to be turned in during the unexcused absence. The student will also be asked to make up the missed time with the teacher of the specific class or with an administrator through administrative detention. Therefore, the reasons given by a parent or guardian for the absence must be clearly stated. Clarification should be made with school administration before an absence if you are concerned about an absence being excused. If phone confirmation is not made, a written excuse, clearly stating the reason and dates missed must be sent to school with the student. This excuse needs to be turned in within two weeks of the absence or the absence will be considered unexcused.

## HOMEWORK REQUESTS

If a student is absent from, please check teachers' web pages to make arrangements for homework.

## FAMILY VACATIONS

We ask that parents carefully study the school calendar and plan all family trips during scheduled vacation days.

If an exception must be made, please write a parental request giving the dates your son or daughter will miss school. We ask that this request be made at least one week before leaving in order to allow time for the teachers to give make-up work or substitute assignments. When this request is handed into the attendance secretary, the student will be given an absence form. The student will present this form to each teacher for assignments. When a teacher feels that the student should not miss class because of previous absences, poor work, or the nature of the make-up work, it will be so indicated on the form. After the teachers have signed the form, it is up to the parent or guardian to make a final decision, fully realizing that the absences may be detrimental to the student's final grade. Assignments not completed and turned in on the day requested will receive a Zero for that marking period.

## TRUANCY

Students who are absent from classes during the day, without a valid excuse, are considered truant. The penalty for truancy will be an assignment to detention. A pupil is a continuing truant if absent from one or more class periods on three days without a valid excuse in a single year. When this occurs, a school official will send a letter to the parents explaining the school truancy policy.

When a student has been absent without excuse for at least four partial or full days a meeting is required with the parents, student, and a school official.

When a student has been absent without excuse for at least seven partial or full days, by law the school is required to file a county truancy petition. Parents and student are required to attend a meeting with the county truancy worker and a school official.

## TARDY POLICY

Students will be allowed 3 tardies to class per quarter without consequence. Additional tardies will result in consequences as assigned by the teacher and/or assistant principal. Possible consequences include, but are not limited to, lunch detention, after school detention, or other loss of privileges.

## BUS PROCEDURES

It is the student's responsibility to follow the rules of conduct and courtesies at all times while riding the bus. Please read over the bus transportation department pamphlet as students are held accountable for its contents. Also keep in mind that bus drivers are authorized to give students instructions, enforce rules or standards and give appropriate consequences which will promote safety and security for all students. **RIDING THE BUS IS A PRIVILEGE.**

If a student is unable to follow bus rules there are consequences that apply. These consequences apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular or extra-curricular activities will be in the sole discretion of the School District. The consequences for bus misconduct are as follows:

**1st offense** - warning and possible assigned seat **2nd offense** - 3-5 day suspension from riding the bus **3rd offense**- 10 day suspension from riding the bus **4th offense**- 20 day suspension from riding the bus and meeting with parent/guardian. **5th offense**- suspended from riding the bus for the remainder of the school year.

#### **BUS PASSES**

Requests for passes to ride a bus other than the one assigned to you must be brought to the office by 8:00 a.m., or as soon as you arrive to school. In an emergency, parent initiated phone call arrangements are allowed. No student- initiated calls are allowed. Any passes after 8:00 a.m. need to be approved by school administration.

#### **DISCIPLINE**

Sound discipline practices at Southwest are as important as superb educational programs. The discipline practices at Southwest follow the procedures outlined in the ISD #831 Forest Lake Area Schools Secondary Student Code of Conduct. Consequently, there are several layers of discipline in place to enforce rules and procedures that have been broken.

One of these layers is parent contact through a phone call or a personal conference.

A second layer is after school detention. After school detention lasts from 2:20-4:40 p.m. Students who miss detention will be given additional hours of detention or face suspension.

A third layer of discipline is Out of School Suspension(OSS). If a student violates any school rule there is a possibility that the student will be suspended from school. The suspension can range in length from part of a school day up to 15 consecutive days based upon the severity of the incident.

Another form of discipline used is lunch detention. Lunch detention is assigned when students act inappropriately in the lunchroom or as an alternative form of discipline. Students may be asked to sit in an alternative location or at an assigned seat in the lunchroom.

Lastly, Southwest staff employs a discipline method of behavior tickets. These tickets are used for rule infractions in the hallway and lead to warnings and calls home when received by a student.

The school district has the right to assign any discipline that is deemed appropriate.

#### **STUDENT ATTIRE**

Manner of dress or personal grooming which presents a clear danger to the student's health and safety, causes or is reasonably likely to cause an interference with work, or creates classroom or school disorder. The following are prohibited on school property or at school-sponsored events. Principals of school buildings may adopt more restrictive standards. "School property" is defined as school buildings, grounds, including parking lots and school buses.

- (1) Headwear, coats, and wearing or displaying confederate flag, swastika, and KKK signs or symbols. Some school events and/or activities may permit the wearing of appropriate headwear when previously approved by the building principal.
- (2) Clothing that displays or promotes tobacco, alcohol, drug, or paraphernalia and offensive words, pictures or symbols.
- (3) Clothing that does not cover back, midriff, and chest, buttocks and underclothing. District-approved uniforms for school sports may be an exception from this policy. Attire for swimming of aquatics-based classes or activities shall meet the requirements set out by school buildings.

Pants need to be worn at the waist and shorts and skirts must be as long as the student's thumb tip with arms at their sides. Even on cold days, students are not allowed to wear coats during the school day. Violation of the dress code will result in the student putting on appropriate attire or being sent home.

#### **INAPPROPRIATE SHOWING OF AFFECTION**

Inappropriate showing of affection such as kissing or any other intimate behavior is not acceptable. Consequences are assigned at administration discretion.

#### **ELECTRONIC DEVICES AND OTHER ITEMS**

We recommend that all personal electronics should not be brought to school. These items can be disruptive and are a target for theft or loss. Students may have these items confiscated and parents may have to pick them up at school. If a student is using a device without permission they will be asked to put it away. Any refusal to follow direction to staff members will be considered insubordination and appropriate consequences will apply.

**SOUTHWEST JUNIOR HIGH IS NOT LIABLE FOR LOSS OR THEFT OF ELECTRONIC DEVICES.**

#### **Cell Phone/iPod/mp3 player Consequences:**

1<sup>st</sup> -3rdOffense: Student will be told to put device away. The fourth offense will result in a referral to the office. Many infractions will result in a parent conference.

Any item brought to school, which causes a disruption or a perceived disruption, may be confiscated and parents will have to pick it up at school. These items include, but are not limited to, laser pointers, toys, hats, etc.

#### **BACKPACKS/PURSES**

Students are not allowed to have any bags with them during the school day. These should be kept in their locker until the dismissal bell.

#### **BEVERAGES**

Drinks, other than water, are not to be consumed in school or carried around in school except in the cafeteria during breakfast or lunch, or after school, before or after activities. Teachers will confiscate drinks and containers.

#### **CHEMICALS OR OTHER MOOD ALTERING DRUGS**

Students are prohibited from the use, sale or possession of tobacco, alcohol and other mood altering chemicals. Students who violate the rules concerning the use of alcohol and drugs will be subject to the consequences outlined in the Secondary Student Code of Conduct.

#### **SMOKING/TOBACCO-FREE ENVIRONMENT POLICY**

The Forest Lake School Board is dedicated to providing a healthy, comfortable and productive environment for staff, students, and citizens. Therefore, the district has adopted a policy on smoke/tobacco-free environment: Smoking and use of tobacco products shall be prohibited on all district grounds. Any tobacco use by students shall be referred to the building principal and handled in accordance with the Student Code of Conduct.

## **STUDENT TECHNOLOGY USER GUIDELINES**

Students are to utilize the technology systems for educational purposes. Misuse of technology may result in restrictions and/or other consequences up to and including expulsion as well as civil or criminal penalties that may be imposed by law. The full version of the *Information Resources Security and Appropriate Use Guidelines* is available in all building media centers.

### **Student Responsibilities**

1. Follow all school building and district policies
2. Log in only as authorized\* (Don't log in as someone else)
3. Log out before leaving the computer
4. Respect the privacy of other users
5. Don't share passwords or write them down
6. Use creative passwords and change them regularly if applicable
7. Follow copyright and license laws
8. Reference materials you use (Cite your sources)
9. Choose key search words carefully when searching the Internet
10. Never give out personal information - such as full name, phone number or address
11. Limit printing as much as possible
12. Model appropriate use for others
13. Maintain a backup of important files when appropriate
14. Report concerns of inappropriate or illegal activity to a teacher or administrator

### **Acceptable Use**

1. Use for school projects, including research, word processing, etc.
2. Use in support of extra-curricular activities
3. Use for personal research and/or personal goals that fit within the appropriate use guidelines, provided the technology is not needed for one of the above activities

### **Unacceptable Use**

1. Attempt to bypass or alter computer security
  2. Attempt, assist in or gain unauthorized\* access (intentional or unintentional)
  3. Modify computer configuration (wallpaper, sounds, etc.) without authorization\*
  4. Request, access, transfer, copy or store inappropriate messages or materials
  5. Use or store unauthorized\* programs on school machines
  6. Install or download software without authorization\*
  7. Use technology resources for commercial, personal profit or illegal enterprises
  8. Any other act that hinders the use of technology by students and staff
- Any information stored or in use on district resources can and may be reviewed and/or removed by district personnel.**
- \* Authorization may only come from district personnel.

## **HEALTH SERVICES**

School health services appraise the health status of enrolled students and counsel pupils, parents and others regarding health matters. Our school health personnel will also contact parents if there is evidence of a health problem with the young adult.

If your son or daughter must have medication at school, it is a school board policy that a written request from your doctor be sent along with the medication before it may be kept in school. These authorization forms are available at the Chisago and Forest Lake Clinics or any school office. Students are not allowed to keep medication of any kind in their lockers. Under no circumstances are we allowed to give out aspirins or other non-prescribed medication.

Students who have medical problems that will excuse them from physical education or restrict their activities in this required class must have a written release from the doctor. This release should be given to health personnel who will then notify the physical education department. If a student has special medical needs based upon religious or cultural preferences, or if you have specific hospital preferences, please contact our health office.

Our health personnel are available from 7:30 a.m. to 2:30 p.m. to answer questions or discuss health related concerns. Please feel free to call the school nurse at 982-8710 to use this important school service.

## **GRADING PROCEDURES**

Grades will be posted at the end of each quarter and semester. Midterms for first and third quarters will be given out at Student Led Conferences and final report cards of the year will be mailed. The student will bring all other midterms and report cards home. Any grading report brought home by the student needs to be signed by a parent and returned to the student's homeroom teacher.

The letter grades of A, B, C, D, and F accompanied by pluses (+) or minuses (-) indicate student progress. An incomplete (I) must be made up within five weeks. A NG stands for No Grade and counts neither for nor against a student when determining the Honor Roll.

In determining the A and B Honor Rolls each quarter, all subjects are weighed equally. A student who receives an F or an I in any subject will not qualify for the Honor Roll. To be on the A Honor Roll, a student must have a minimum of a 3.70 grade point average and to be on the B Honor Roll, a student must have a minimum of a 3.000 grade point average. The point value assigned to each letter grade is as follows: A+= 4.0, A = 3.7, B+= 3.3, B = 3.0, B-= 2.7, C+= 2.3, C = 2.0, C-= 1.7, D+= 1.3, D = 1.0, D-= .7, and F = .0.

## **CHEATING AND PLAGIARISM**

Teachers at Southwest will act quickly to stop those who cheat. Copying worksheets, allowing someone to copy from your worksheet and giving or taking answers on a test are examples of cheating. Students found cheating will earn a zero on the individual assignment, and, depending on the length of the assignment, may fail a particular unit. Ask your teacher what specific rules he/she has regarding cheating.

Plagiarism is a specific form of cheating. According to *Write Source 2000: A Guide to Reading, Thinking and Learning*, plagiarism is defined as using another writer's ideas or words as if they were your own, without giving credit. Plagiarism especially becomes an issue when writing research papers. If you are claiming words and ideas that are not your own, you are guilty of plagiarism and will receive a zero on the assignment. If you have questions regarding plagiarism see your English teacher.

## **STUDENT RETENTION**

In order to develop good study habits and insure the learning of basic skills, junior high students will be held accountable for all classes and the work assigned to them. If a student fails a class or classes, the following guidelines shall be followed:

1. Seventh and Eighth grade students failing more than two credits shall be considered for retention. Summer School for 7-8<sup>th</sup> grade is a skill building time, not a credit make up. Therefore, Summer School may be recommended for these students even though they are being retained.

2. Credits earned in Ninth Grade count toward graduation (please see the registration guide for more information). Therefore, if a Ninth Grade student fails a required class, that credit must be made up in Summer School or at the high school. A student who fails a class first semester may be required to retake that class second semester. Students failing more than two credits shall be considered for retention.

### **LOCKERS**

Each student is provided a locker with a combination lock. **Students are not allowed to share lockers.** Minn. Stat. 127.47 provides that as a policy of the State of Minnesota that **lockers are the property of the school district and may be searched by school authorities at any time.** Personal possessions of students within a locker may be searched if the school authorities have a reasonable suspicion the search will uncover evidence of violation of law or school rules. We are not responsible for articles stolen or borrowed from lockers.

### **OUTSIDE VISITORS**

Students will not be allowed to have an outside visitor travel with them during the school day. Exceptions may be made for students thinking of attending Southwest. The school administration will make the final decision.

### **SOUTHWEST PHY. ED. CLOTHING POLICY- FOR ALL STUDENTS, GRADE 7-9**

For hygiene purposes, when participating in activity classes, and not in health classes, students are required to change into exercise type clothing daily for the class. This requirement is mandatory for receiving a grade.

Not following this policy will directly affect your grade. Each quarter, students not appropriately dressed for class 3 times will have their grade lowered by one full daily grade. On the 4<sup>th</sup> no dress and each additional, a student's grade will drop a full grade.

#### **ACCEPTABLE DRESS ATTIRE:**

- Students will wear an athletic shirt
- Students will wear athletic shorts of mid-thigh length or athletic sweat/wind pants. Short/sweats must be worn at the hip line with no writing across the backside. Cut-off jeans, boxers, etc., are not acceptable.
- Athletic non-marking soled shoes will be required for all students. Deck shoes, boots, etc., are not acceptable.
- Athletic socks are required.

If there are any problems with obtaining the required physical education dress, or any concerns regarding this policy please call 982-8765 or 982-8770.

### **SWIMMING INSTRUCTION**

Independent School District #831 is fortunate to have a swimming pool for instructional and recreational activities.

Students in grades 7-9 utilize the pool for a portion of their Physical Education unit and are provided with a clean suit (or students may bring one piece suits from home) and towel daily. A certified Water Safety Instructor and the physical education teacher help each student become water safe, learn sound swimming skills, and develop an appreciation and respect for the water.

### **SUMMARY OF BULLYING PROHIBITION POLICY 541**

#### **PURPOSE**

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.

#### **DEFINITION OF BULLYING**

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

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

#### **REPORTING PROCEDURES**

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by 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 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 human 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 human rights officer by the reporting party or complainant.

#### **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 entire policy can be found on our district's website: [www.flaschools.org](http://www.flaschools.org) by following these links: About Our District/School Board/Policies/View All School Board Policies/541. 03/05/15

## **HARASSMENT, VIOLENCE, RELIGION, HAZING, AND GUN FREE POLICIES**

### **SUMMARY OF HARASSMENT AND VIOLENCE POLICY 425**

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

The policy of Independent School District No. 831 (the "School District") is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The School District prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.)

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

#### **REPORTING PROCEDURES**

Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

**In Each School Building.** The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult School District personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the School District human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

**In the District.** The School Board hereby designates the Director of Administration and Human Resources and the Director of Special Education as the School District Human Rights Officers to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.

#### **INVESTIGATION**

By authority of the School District, the Human Rights Officers, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The entire policy and reporting form can be found on our district's website: [www.flaschools.org](http://www.flaschools.org) by following these links: About Our District/School Board/Policies/View all School Board Policies/425 or 425 Attachment. 5/7/15

## **GUN FREE SCHOOLS POLICY**

Any student who is determined to have brought a weapon to school or onto any school district grounds will be expelled for a period of one year. This policy may be modified by the Superintendent on a case-by-case basis. The School Board shall be notified of any policy modifications made by the Superintendent. For purposes of the Gun Free Schools Policy only, the term "weapon" has the meaning as defined in 18 U.S.C. 921, and includes: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapons; (C) any firearm muffler or firearm silencer; or (D) any destructive device as defined in 18 U.S.C. 921. Adopted 1/3/95

## **RELIGION POLICY**

### **GENERAL STATEMENT OF POLICY**

The School District shall neither promote nor disparage any religious belief or non-belief. Instead, the School District encourages all students and employees to have an appreciation for and tolerance of each other's views.

The School District recognizes that religion has had and continues to have a significant role in the social, cultural, political, and historical development of civilization. The proper role of religion in the public schools is in its educational value and not in religious endorsement or celebration. Since a primary purpose of the public schools is to teach about the world that has been and the world that is, the role that religion has played in the historical and social development of humanity is essential to the curriculum.

The School District recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.

The School District supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.

## **HAZING PROHIBITION**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct or engage in hazing.
- B. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall, permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. 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.

F. 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.

### III. DEFINITIONS

A. "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 or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. 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 students.

3. 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.

4. 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.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies or regulations.

B. "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 terms of this definition.

### IV. REPORTING PROCEDURES

A. 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 a district employee who shall report the complaint to a school administrator.

B. A building principal is the person responsible for receiving reports of hazing at the building level. The principal must notify the School District Human Rights Officers of such reports. Any person may report hazing directly to a School District Human Rights Officer or to the Superintendent.

C. 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 other knowledge or belief of conduct which may constitute hazing shall inform a building principal immediately.

D. Submission of a good faith report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

### V. SCHOOL DISTRICT ACTION

A. 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.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, student, or others pending completion of an investigation of hazing.

C. 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.

### VI. 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 hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's building and staff handbooks. Adopted 3/23/98

### **NON-DISCRIMINATION STATEMENT**

1. It is the policy of the School Board of School District 831 to comply with federal and state law (and all requirements imposed by or pursuant to regulations issued in support of such laws) prohibiting discrimination against any person on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, disability, or sexual orientation.

2. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, nor in employment, recruitment, consideration, or selection for employment (whether full-time or part-time) in any education program operated by the district for which it receives federal financial assistance.

3. Faculty or students should contact the following individuals regarding concerns or complaints about discrimination, or sexual, religious, racial harassment or violence:

Ron Spies, Director of Personnel and Administration at 982-8123 These individuals are the District Title IX Officers and the District Human Rights Officers

### **SOUTHWEST ACTIVITIES ACADEMIC/ BEHAVIOR STANDARDS**

Our academic policy for player eligibility will be interpreted in this manner for each school year. The GPA from the most recent marking period will be used in conjunction with the overall GPA to determine academic eligibility. A grade of "F" in any class will immediately activate academic probation.

Any student athlete receiving a failing grade will be placed on a two week probation for their activity. During probation, the student must raise their grade(s) to passing. No athlete is allowed to participate in a competition with a failing grade. If a student athlete has more than one failing grade, the student will not be allowed to participate at all until grades are passing.

#### General

- It is the responsibility of the Activities Director to declare students academically ineligible to play. A coach may not change that decision. Questions regarding status must first be submitted to the coach and then the Activities Director. It is our intent to work with students and parents so those students showing improvement will be rewarded. Eligibility for participation will be reviewed on a weekly basis.
- A student with three unexcused absences from practices and or games will not be allowed to continue participating in that activity. It is the coach's responsibility to notify the parents of athletes after the second unexcused absence. The principal will be notified of all student athlete suspensions.
- Students who are assigned OSS are not allowed to participate in the athletic contests on the day(s) assigned.
- Athletes who lose equipment are required to pay the replacement cost.
- In all cases of medical emergency, an attempt will be made to contact parents.
- It is the responsibility of the parent and student to notify a coach before the season begins of any pre-existing medical condition which may require emergency response during practice or play (diabetes, epilepsy, asthma, bee sting, allergies).