Welcome to Deer River High School

Dear Students:

Welcome to the 2019-2020 school year. The staff at DRHS wants you to know we are here to support you in any way possible, so you can be successful and reach your highest academic potential.

This handbook explains most of the policies and procedures that apply to you as you attend DRHS. Please take the time to read it carefully and become familiar with its content. If, at any time, you have any questions or concerns regarding the information in the handbook or other school issues, feel free to contact the high school office, and we will gladly help in answering your questions or concerns.

Deer River High School has a rich tradition of excellence in both academics and co-curricular activities. There are many opportunities available to you that are designed to enhance learning, encourage participation, foster ingenuity and inspire service. We want you to take advantage of these opportunities during your Junior and High School years.

Have a great school year and remember to challenge yourself to always be your best.

Respectfully,

Joseph G. Akre
Principal

Brent Schimek
Dean of Students/Activities Director
School Hours

High School Office: 7:30 a.m. – 3:30 p.m.

Telephone Numbers:

<table>
<thead>
<tr>
<th>High School Office</th>
<th>246-8241</th>
<th>Press #1 (Must have a touch tone phone)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Line</td>
<td>Press #2</td>
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<tr>
<td>Other District Options</td>
<td>Press #3</td>
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</table>

Class Schedule:

Monday-Tuesday-Thursday-Friday

<table>
<thead>
<tr>
<th>Senior High</th>
<th>Junior High</th>
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</thead>
<tbody>
<tr>
<td>Period 0</td>
<td>7:30 - 8:20</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:25 - 9:16</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:20 - 10:10</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:14 - 11:04</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:09 - 11:59</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:59 - 12:24</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:28 - 1:18</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:22 - 2:12</td>
</tr>
<tr>
<td>Period 7</td>
<td>2:16 - 3:06</td>
</tr>
</tbody>
</table>

Period 1             | 8:25 - 9:16 |
Period 2             | 9:20 - 10:10 |
Period 3             | 10:14 - 11:04 |
Period 4             | 11:09 - 11:59 |
Lunch                | 11:59 - 12:24 |
Period 5             | 12:28 - 1:18 |
Period 6             | 1:22 - 2:12 |
Period 7             | 2:16 - 3:06 |

Wednesday Schedule

<table>
<thead>
<tr>
<th>Senior High</th>
<th>Junior High</th>
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</thead>
<tbody>
<tr>
<td>Period 0</td>
<td>7:30 - 8:20</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:25 - 9:06</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:10 - 9:50</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:54 - 10:34</td>
</tr>
<tr>
<td>Advisory</td>
<td>10:38 - 11:08</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:12 - 11:52</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:52 - 12:18</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:22 - 1:02</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:06 - 1:46</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:50 - 2:30</td>
</tr>
</tbody>
</table>

Period 1             | 8:25 - 9:06 |
Period 2             | 9:10 - 9:50 |
Period 3             | 9:54 – 10:34 |
Advisory             | 10:38 – 11:08 |
Period 4             | 11:08 - 11:34 |
Lunch                | 11:38 - 12:18 |
Period 5             | 12:22 - 1:02 |
Period 6             | 1:06 - 1:46 |
Period 7             | 1:50 - 2:30 |

This handbook is comprised of five parts and the topics within each category are alphabetized.

1) General Information
2) Academics
3) Attendance
3) Rules and Discipline; and
Accidents
Every accident in the school building, on the school grounds, at practice sessions, or at an activity sponsored by the school must be reported immediately to the person in charge, the school nurse, and to the Principal. Staff is required to fill out accident report forms but can only do so when informed by the student of the accident. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Announcements - Bulletin
All notices of meetings, athletic events and general information for the day will be printed in the daily bulletin each morning. Pupils presenting notices must have prior approval from administration. D.R.H.S. daily bulletins will be posted on the school website: www.isd317.org and/or sent through electronic communications only.

Arrival and Dismissal
The building is open and supervision is provided to students from 8:00 AM until 3:35 PM. Students will not be permitted in the building after 3:35 PM on school days or at any time on weekends, unless supervised in person by school staff or coach. Organized groups or clubs must have a supervisory instructor present when activity or work is being done. No student shall be left unsupervised.

Arriving after an Absence:
Any student who was absent must, upon return to school, report to the High School office to pick up an absentee slip to admit him/her to class. No student is to be admitted to class without an admit slip following an absence.

Leaving the Building:
No student will be permitted to leave the building to go elsewhere unless it is a supervised activity with a teacher for which arrangements have been made with the office or the student has a written permit slip from the office to allow him/her to leave. Students are required to sign out on a sign-out log in the office. Senior high students (grades 9-12) are the only students permitted during lunch to leave school property without permission. Failure to sign out using proper procedures may result in truancy consequences. See “truancy” for more information.

Care of School Property (*)
Students are responsible for the proper care of their books, computers and tablets, library books, supplies, locks, lockers and furniture supplied by the school. Parents of students who fail to pay fines, fees, or replacement cost for damaged or lost/stolen school property will be notified. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Willful damage will also result in suspension and possible criminal charges. Students are responsible for cleaning their locker periodically and at the end of the school year. For more information, see “vandalism”.

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks; however, individual students may contact the office for support, if needed. Students may be required to pay certain other fees or deposits, including, but not limited to:

1. Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
2. Security deposits for the return of materials, supplies, or equipment.
3. Field trips considered supplementary to the district’s educational program.
4. Admission fees or costs to attend or participate in optional extracurricular activities and programs.
5. Use of musical instruments owned or rented by the school district.
6. Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

New books:
1. Lost - 75% of the initial cost

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2. Pages Torn - 25% of the initial cost
3. Broken Binding - 50% of the initial cost

Used books:
1. Lost - 50% of the initial cost
2. Damaged - 25% of the initial cost

Class Schedule
Changes can be made to a student’s schedule, provided the changes adhere to appropriate timelines, do not overload a class, do not conflict with the current schedule, and result in a reasonable program of studies in terms of the established curriculum. To avoid schedule changes, students should consider their course options carefully during registration. A final failing (F) grade will be recorded when a student drops a course after the fourth (4th) week of the course without an administration-initiated class change. See “Dropped Course” for more information.

Closing of School
School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. School-closing announcements will be made over radio stations KOZY, KMFY, KGPZ, WNMT, KAXE, WUSZ, KMFG, KQDS and TV Channel 3/11 KDLH, Channel 10/13 WDIO/WIRT, Channel 21 KQDS, Channel 6 KBJR, Channel 4 WCCO, Channel 5 KSTP, and Channel 9 KMSP. The District Facebook page, school website (www.isd317.org), Parent Portal, and Instant Alert may also provide information when it is necessary to close school.

Clubs and Activities
The student council is the governing body on the student level at D.R.H.S. The council meets as is necessary during the school term. The council considers questions coming from students, faculty, and other interested individuals.

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district’s priority. Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities. See “Fundraising” for more information.

Deer River High School is a participating member of the Minnesota State High School League (MSHSL). Students participating in activities governed by the MSHSL (which includes music, fine arts, and sports) who violate MSHSL rules are subject to the discipline policies of the MSHSL and Deer River High School. Violations that result in district and MSHSL penalties include hazing; sexual, racial, and religious harassment; violence, and use of drugs, alcohol or other controlled substances. Penalties for code violations as stated in the High School League/Deer River Extra-Curricular Handbook will be enforced. Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the high school office.

The following activities are available at DRHS for grades 7-12.
*Sixth grade participation is permissible.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>Cross Country Running*</td>
<td>Boys’ Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Football</td>
<td>Girls’ Basketball</td>
<td>Golf (Boys’ and Girls’*)</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Cheerleading</td>
<td>Softball</td>
</tr>
<tr>
<td></td>
<td>Wrestling</td>
<td>Track (Boys’ and Girls’*)</td>
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<tr>
<td></td>
<td></td>
<td>Trap Shooting</td>
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<tr>
<td></td>
<td><strong>Year-long</strong></td>
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<tr>
<td>LINK</td>
<td>Robotics/IIA</td>
<td>Boys &amp; Girls Club*</td>
</tr>
<tr>
<td>Ogitchiiidaa Club*</td>
<td>Pep Band</td>
<td>One Act Play</td>
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<tr>
<td>Student Council</td>
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Eighteen-Year-Old Students
The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy. Students that turn 18 will follow all regular rules for students, including required parent signatures unless they opt for age of majority rights. Please discuss this with the building principal for the best option for you and your family.

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

Field Trips/Sports Early Out Eligibility Policy for Grades 6-12:
There are two times throughout the quarter that students' grades will be checked. These two monitoring periods are at mid-quarter and end of the quarter. Each grade check has its own eligibility consequence.

A. If a student earns one or more failing grades (F) at the mid-quarter check, the student will be ineligible to participate in field trips/sports early out as soon as the teacher/coach are notified. To become eligible for the field trip/sports early out, the student must present the Principal/AD with a teacher signed grade report proving they are currently passing all of their classes three (3) days prior to the event. Only the Principal or his/her designee may deem a student eligible to attend.

B. If a student earns one or more failing grades (F) at the end of a quarter 1, 2, 3, or at midterm 4th quarter grading periods, the student will be ineligible to attend field trips/sports early out. To become eligible for the field trips/sports early out, the student must present the Principal/AD with a teacher signed grade report proving they are currently passing all of their classes three (3) days prior to the event. Only the Principal or his/her designee may deem a student eligible to attend.

C. Other items to be considered by the Principal for eligibility:
   1. Attendance Record
   2. Discipline Record

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

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

Students that attend Grand Rapids ALC and Cass Lake ALC (full or part-time) may graduate from Deer River High School because the Deer River School District does not have an Area Learning Center, if referred by school administration. Students that choose on-line schools, students that are home schooled, or students that attend another high school are not eligible to participate in Deer River High School Graduation ceremonies. Students taking courses through MN Infinity online will be allowed to graduate and participate in all school functions.

Hall Pass
Students shall be issued a Teacher Pass when leaving a classroom at all times. Students must have a pre-signed pass to go to anywhere. Student academic aides are required to have a Teacher Pass whenever they are not directly under the supervision of the teacher.

Homework Requests
Parents may request homework to be collected by the high school office when their child has missed three (3) or more days of school by calling the attendance secretary at 218-246-8241 ext. 60201. If students are absent fewer than three days, homework requests should be made directly to teachers via phone or e-mail (check school website). Homework should be picked up in the high school office at the end of the day.

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

Library and Media Center
The library/media center is open during regular school hours and may stay open for additional hours based upon student and community needs. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Lockers
Each student is assigned a hall locker and gym locker for storage of books and equipment. All gym lockers are required to have a lock. All hall lockers assigned to students with iPads or a laptop are required to have a lock. Students may buy a lock from the office for $5.00.

It is the student’s responsibility to see that lockers are kept locked and in good order and that lock combinations are kept confidential in order to prevent theft. Students shall not place illegal, harmful, or nuisance objects, material or substance in lockers. Since lockers are the property of Deer River High School, the student has no expectation of privacy; therefore, lockers may be searched in accordance with statutes and case law. The school is not responsible for any lost or stolen items. Please contact the Principal if you have valuables that need to be stored in a secure location. Please note that the sharing of lockers is not permissible. Students may be responsible for all contents of the locker assigned to him or her. See “Searches” for more information.

Lunch
Lunch is to be eaten in designated areas only. Students will be notified of their assigned lunchtime on the first day of school. Students may purchase lunch at school or bring a prepared lunch from home. Only 9-12 grade students will be permitted to leave school grounds during lunch. Students must be passing all classes and have no discipline referrals to be eligible for Open Lunch. Open food containers are allowed in the commons only. Food purchased at school, in the community, or brought from home must be consumed in the commons only.

Students at Deer River High School (grades 9-12) may be released during their lunch period for the purpose of dining at local establishments and/or conducting personal business in the downtown area. Students wishing to go downtown during lunch must do so by WALKING. No personal vehicle use is allowed. This privilege will continue as long as students conduct themselves in a responsible manner. Failure to comply may result in loss of Open Noon Hour privileges. Purpose for not allowing students to use personnel vehicles is to help ensure student safety.

Students may be eligible for free and reduced-price lunches and/or breakfasts. Free and reduced-price eligibility forms are available in the high school office. For more information regarding eligibility for free and reduced-price meals, contact the district office.

Make-Up Work
Students or parents are encouraged to request and receive class assignments when a student absence exceeds three school days by calling the High School Attendance Line at 246-3402. All work missed due to an excused absence is to be completed and full credit recorded. Students should be allowed 2 days to complete make-up work for every excused day missed. Please refer to the “Pre- Absence Form” for make-up work expectations due to extended absences.

Medication
Medication schedules for students should be adjusted around school hours so that students will not need to take medications while at school. When it is absolutely necessary for medications to be administered during school hours, the medication must be in its original container, accompanied by a written description from the doctor stating the type, dose, time, and effects of the medication. Prescription medications are not to be carried by the student but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student’s prescription medication administration.

On the rare occasion that over-the-counter medication (such as Tylenol) must be administered to a student, the permission of a parent or guardian must be obtained. All prescription medications, unless otherwise arranged, must be kept with the School Nurse. Students may possess 1 to 2 doses of an over-the-counter medication(s) in their lockers for personal use. At no time is a student to give any type of medication to another student.
**Pledge of Allegiance [•]**
Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person’s right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

**Report Cards**
Report cards will be prepared at the completion of each nine-week instruction period. The report cards will be distributed at the end of the nine-week grading period.

**School Dances**
Students currently enrolled at DRHS will be permitted to attend grade appropriate dances as long as they are in good standing and making progress toward graduation. Severe behavior referrals or patterns of behavior may result in suspension from school dances. Students 21 years of age or older are not permitted to attend school dances. Students may request to take a guest from outside of the school as approved by the school principal. Students in grades 9-10 may attend prom if escorted by an 11th or 12th grade student in good standing.

**School Song**
We're loyal to Deer River High  
We'll fight on for Deer River High  
We'll back them to stand  
Against the best in the land  
For the Warriors will fight to the end  
RAH! RAH!  
So cheer on for Deer River High  
Let's root for the blue and the gold  
Our team is a great defender  
Fight back and we'll predict  
A victory for Deer River High!  
W-A-R-I-O-R-S

**Sportsmanship Song**
Come on, let's raise our voices  
loud and strong  
And give a cheer to boost our  
team along  
Let's urge our teams to fight  
with all their might  
And win a victory in  
sportsmanship tonight  
And be it win or lose  
we'll never fuss  
We'll make our Alma Mater  
proud of us  
And with a loud and lusty HIP HOORAY  
as friendly foes we'll play.

**Student Publications**
The policy of the school district is to protect students’ free speech rights while, at the same time, preserving the district’s obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor.

Non-school-sponsored publications may not be distributed without prior approval.

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

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

**Student Records [•]**
Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained in
the district office.

**Student Surveys [*]**
Occasionally, the school district utilizes surveys to obtain student opinions and information about students. A complete copy of the school district’s “Student Surveys” policy may be obtained in the district office.

**Support Services**

**504 Program**
Students experiencing academic difficulties who do not qualify for special education services may be eligible for assistance with a 504 Plan. Parents, students, and staff should contact the 504 Coordinator at 246-8241 Ext. 60226 to initiate the process.

**Counselors**
The Deer River High School Counseling Department will assist all Deer River students on their Warrior Paths in maximum growth and development in learning to learn, learning to live, creating their best future, and liberating the greatness within all students. There will be a variety of activities throughout the year provided to students through the counseling department. Counseling services are available to every student, including assistance with educational and career information and help with social or mental health concerns.

The following is the alpha split by last name for grades 6-12.

A - L   Lael Storlie  218-246-8241 x60226  lstorlie@isd317.org
M - Z    Tanis Henderson  218-246-8241 x60282  thenderson@isd317.org

In case of mental health crisis or emergency call 911 or First Call for Help at 218-326-8565.

**Nurse**
The Nurse’s office may be available to students who become ill during the school day. Students are allowed one class period in the Nurse’s office. Thereafter, the student should be returned to class or be taken home by parents/guardians or another designated person. Misuse of the Nurse’s Office will be cause for the individual to be denied access unless it is an emergency. See “Medications” for more specific information.

**Special Education**
Special service referrals will be forwarded to the Building Behavior and Academic Intervention Team when special services are required. A student may be referred for assessment by the: student, parent, teacher or administration. A case manager will be assigned to the student and will be directly involved in all discipline conferences for students receiving special services.

**Title IX**
Native American advocates are available to provide student/family assistance, and career and vocational guidance. The staff works as student advocates. They provide information and referral for services from other agencies and participate in the delivery of Special Educational services to students. The Indian Student Club helps to facilitate positive growth experiences through field trips, fund-raising activities and workshops. Student Club membership is open to all 6-12 grade students. These services are funded through Title IX, Indian Education Act and Minnesota Department of Education. A parent committee assists the staff and district in the development and direction of the Indian Education Department. The offices are located in the west wing of the Deer River High School.

Johnson O'Malley provides assistance to Native American students. Students should make requests for Johnson O'Malley services through the Title IX office in the Deer River High School before school, during noon, or after school hours. The Title IX phone number is 246-8241, Ext. 60225.
Telephone
Classroom and office telephones are for school business; however, students may use it in cases of emergency, with the teacher’s permission. Students will not be called out of class to receive phone messages except in the event of an emergency.

Technology
DEER RIVER SCHOOL DISTRICT TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY
The electronic technologies available in the Deer River School District are valued resources to our students, staff and community. Access to technology in the school district has been established for educational purposes. Students’ will be using School District resources/accounts to access the Internet. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies. Parents/guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

Failure to comply with the School District’s Bullying Prohibition Policy (#514), the Internet Acceptable Use and Safety Policy (#524) and the Student Use of Cellular Phone, Digital Imaging Devices and Other Personal Electronic Devices Policy (#524.5) will result in consequences as detailed in School District policy.

1. District technology and Internet system use is subject to compliance with school district policies.
2. District issued technology and accounts are provided to students for educational purposes only. They are not to be used for personal purposes that are not related to school.
3. Use of District issued technology and accounts is a privilege, not a right. The School District reserves the right to restrict or eliminate a student’s ability to use district-issued technology or accounts if the student fails to use them properly.
4. Use of the school district system is at the user’s own risk. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.
5. All users should have no expectation of privacy with respect to their use of district-issued technology and accounts. The school district and its representatives have the right to search the contents of district-issued devices and accounts at any time and for any reason.
6. Parents have the right at any time to review the contents of their child’s files and email files, and the right to request termination of their child’s individual account at any time.
7. Students should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (The Minnesota Government Data Practices Act).
8. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.
9. The school district utilizes technical means to limit Internet access, but these limits do not provide a foolproof means for enforcing provisions of the district’s acceptable use policy.
10. Goods and services purchased over the Internet by a user resulting in unwanted financial obligations are the sole responsibility of the user or the user’s guardians.
11. The collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
12. Should the user violate the school district’s acceptable use policy, the user’s access privileges maybe revoked, disciplinary action up to and including suspension or expulsion may be taken and/or appropriate legal action may be taken.
13. All provisions of this notice and the district’s acceptable use policy are subordinate to local, state, and federal laws.
14. Students will be issued an electronic device (examples include but are not limited to iPads and laptop computers). Devices issued to students during the 2019-20 school year may be an iPad Air 2, iPad 6, or MacBook Air laptop. Students will be re-issued the same device every school year until said device is due for replacement. Device replacement/refresh typically occurs every 3-4 years. CIS and students taking online classes will have the option to choose a MacBook Air laptop or an iPad. The district remains the owner of the
Students will be provided a device. The school district will no longer be charging a replacement fee for lost or broken chargers or cords, but **this will be the only charger and cord provided by the school district for the life of the student’s device**. When a student’s device is replaced/refreshed with a new device they will be provided a new charger and cord. This means students will be provided a charger every 3-4 years. If students lose their charger or cord they may check their device into the Deer River High School Media Center for charging or they may purchase a replacement. iPad chargers can be purchased from the DRHS Media Center or from other retailers (Amazon, Target, Walmart, etc.) MacBook Air chargers must be purchased through the DRHS Media Center. Students are responsible for and expected to have their device charged and available each school day.

**15.** Students and/or their parents/guardians are responsible for maintaining the device in operating condition. If the device is damaged students and/or their parent/guardian are responsible for repair and/or replacement charges. Repairs can be made at the discretion of the students and their parent/guardian or may be required by DRHS Staff dependent on the severity of the damage to the device. Devices can be brought to the DRHS Media Center for repair. Some repairs can be done by staff or Tech Crew workers in the DRHS Media Center. Other repairs are completed by a professional vendor. Repairs must be paid in full before a device will be repaired. Devices can also be repaired by third-party device repair establishments with full cost of these repairs being the responsibility of the student and/or their parent/guardian. May continue to utilize their device if it is broken but operational (for example, if a screen is cracked). If a device is brought to the DRHS Media Center the student will be issued a loaner device that must be checked out and checked in to the DRHS Media Center each school day. Students will not be allowed to take a loaner device out of the building without prior approval from the building principal or his/her designee.

**16.** Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, radio, movies and other possibly offensive media. Parents/guardians are responsible for monitoring their student’s use of the School District systems and of the Internet if the student is accessing School District systems from home or other remote locations.

**17.** The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
   a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
   b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
   c. materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
   d. information or materials that could cause damage or danger of disruption to the educational process;
   e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district’s security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person’s materials, information or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual’s identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook”.

7. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer and will not plagiarize works they find on the Internet.

8. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.

21. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension and/or expulsion.

22. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary, to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

23. Cyberbullying, as defined by the Safe and Supportive Schools Act (Minn. Stat. 121A.031), is bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The Safe and Supportive Schools Act states that it applies to bullying activity by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

24. Deer River High School students are expected to follow student handbook guidelines regarding bullying and social media at all times, even when an event occurs off school property or after school hours. Social networking sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “social networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important Deer River students be aware of the consequences and exercise appropriate caution. Access to social media is limited on School District systems but students are not restricted from using any on-line social network and/or digital platforms. However, student users must understand that any content they make public via on-line social networks and/or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state, and local laws, as well as, the Deer River High School student handbook.

The following guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment.

1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as a full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.

2. Be aware that community members, family, potential current and future employers, and college admissions offices often access information you place in on-line social networking sites. You should think about any
information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

3. Be careful in responding to unsolicited e-mails asking for account numbers, passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.

4. Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.

5. Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile, but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.

6. Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc... is liable (civil and criminal) for your actions as a minor as well.

Things students should avoid:

1. Derogatory language or remarks about our students, teammates, school personnel, and our community at-large; as well as, teachers or coaches, student-athletes, administrators, or representatives of other schools.

2. Demeaning statements about or threats to any third party, including support of demeaning statements and threats. Don't respond to these.

3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism; stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors.

4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

5. Indicating knowledge of any unreported felonies, crimes, thefts or damage to property or unethical behavior.

6. Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

Video and Audio Recording
The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

Visitors
Adult visitors, especially parents, are always welcome. To maintain a safe school environment, during school hours all visitors must enter the building by door #3 and register in the High School Office and secure a visitors pass. Student visitors are not permitted to attend school with enrolled Deer River students. Because our teachers are providing valuable instruction to our students, please be advised that teachers may not be available to meet with visitors during instructional time.

Withdrawal from School
Students between the ages of 17 and 18 who wish to withdraw from school must attend a meeting with their parents and school officials to sign a statement verifying their withdrawal from school.

ACADEMICS

Awards and Honors
Student academic performance/grades earned at Area Learning Centers or Home Schools will not be calculated for student's class rank, honor roll, or Valedictorian/Salutatorian status.

Academic Letter
The purpose of an academic letter is to recognize and reward those students who have demonstrated and maintained academic excellence in the classroom. The academic letter will be based upon consecutive quarter grades and not cumulative grade point average earned at Deer River High School. This will allow students an opportunity to turn things around in the classroom. Grades transferred from other schools will not count towards an academic letter. Academic letters will be announced at the academic awards day held in the spring of each school year.

2019-20 Deer River High School Student Handbook 14
To earn an academic letter, a student must be on the “A” honor roll for four consecutive quarters. Students must carry a minimum of 4 credits at Deer River High School in each semester to letter.

The academic letter should not discourage a student from enrolling in a challenging class.

**Class Rank/Academic Standing**

The Valedictorian and Salutatorian shall:

1. Have the highest marked point average in the graduating class after the completion of the first semester. The highest marked point average will be awarded the honor of Valedictorian while the second highest point average will be awarded Salutatorian.

2. The Valedictorian/Salutatorian of the graduating class shall be enrolled as a full-time student of ISD #317 for a minimum of two uninterrupted school years (4 consecutive semesters) during grades 10, 11, and 12.

   Note: On-line courses through Infinity and CIS (College in the Schools) are considered DRHS classes.

**Honor Roll**

The Deer River Junior and Senior High School shall compute and distribute an Honor Roll quarterly that recognizes students who have demonstrated exceptional academic achievement.

<table>
<thead>
<tr>
<th>Honor Roll</th>
<th>Non-weighted Grade Numerical Values: (Grades 6-12)</th>
<th>Weighted Grade Numerical Values: (Grades 11-12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Honor Roll</td>
<td>A = 4.000 C = 2.000</td>
<td>A = 4.5 C = 2.5</td>
</tr>
<tr>
<td></td>
<td>A- = 3.667 C- = 1.667</td>
<td>A- = 4.17 C- = 2.17</td>
</tr>
<tr>
<td></td>
<td>B+ = 3.333 D+ = 1.333</td>
<td>B+ = 3.83 D+ = 1.83</td>
</tr>
<tr>
<td></td>
<td>B = 3.000 D = 1.000</td>
<td>B = 3.5 D = 1.5</td>
</tr>
<tr>
<td></td>
<td>B- = 2.667 D- = 0.667</td>
<td>B- = 3.17 D- = 1.17</td>
</tr>
<tr>
<td></td>
<td>C+ = 2.333 F = 0.000</td>
<td>C+ = 2.83 F = 0</td>
</tr>
</tbody>
</table>

All College in the Schools (CIS) courses offered in a traditional classroom or via Tele Presence at Deer River High School will be weighted. No other courses, including online or PSEO courses will be weighted.

**Honors Graduates**

Special recognition shall be provided to graduates who have demonstrated academic excellence (3.200 GPA - Grades 9 - 12) during their senior high career at commencement exercises.

**Grading Policy: Grades 6-12**

Grades are indicators of a student’s academic achievement and readiness for the next level of learning within an individual curricular area.

**Achievement Minimum**

Students shall earn a minimum of sixty percent (60%) to receive a passing grade. Individual instructors may increase the 60% minimum at their discretion.

**Dropped Course Grade**

A final failing (F) grade will be recorded when a student drops a course after the fourth (4th) week of the course without administrative recommendation.

**Final Course Grades**

Final course grades will be determined by individual instructors based upon quarter/semester grades and final exams. All required course work shall be completed prior to the conclusion of the course or a failing (F) grade may be issued. Students will earn incomplete grades based upon “Incomplete Grading” guidelines.

**Incomplete Grading**

An incomplete (I) grade shall only be recorded as a final course grade if the student has been absent during the most recent marking period due to:
A. An extended illness with doctor care
B. A death in the immediate family
C. An extended absence that received pre-approval from the principal

Teachers may use an incomplete grade during the length of the course at their discretion. Final course incompletes (I) must be made up within fifteen (15) calendar days of the student's ability to return to school. Fourth quarter grades must be made up within 15 calendar days starting the first day after the last day of school.

Unpaid Fees
In the event that a student does not pay a fee associated with a course or fails to return a course textbook, the student will be given a grade of F$ and the classroom teacher will make a comment on the report card regarding the reason for the grade. Upon payment of the fee or return of the book, the grade will be reinstated.

Graduation Requirements*
Credits toward graduation are granted on a semester basis. A semester credit is awarded for passing a class with a grade of D- or better for a period of one semester. A total of 47 semester credits are required. Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Deer River High School.

Class of 2015 and Beyond

I. English – 8 credits
   a. English 9 (2)
   b. Composition (1)
   c. Speech (1)
   d. Literature (2)
   e. Writing / Grammar (1)
   f. Open English elective (1)

II. Social – 7 credits
   a. US Government (2)
   b. American History (2)
   c. World History (2)
   d. Human Geography (1)

III. Mathematics – 8 credits
   a. Statistics and Probability (1)
   b. Geometry (2)
   c. Algebra II (2)
   d. Open Math Electives (3)

IV. Science – 6 credits
   a. Biology (2)
   b. Physical Science (2)
   c. Chemistry or Physics (1)
   d. Open Science elective (1)

V. Physical Education – 2 credits

VI. Health – 1 credit

VII. Computer – 1 credit

VIII. Fine Arts – 2 credits

IX. Money Matters/Economics – 1 credit

X. Elective Credits – 11 credits

In order to participate in the graduation ceremony at Deer River High School, a student must satisfy the above credit requirements and meet Minnesota Department of Education assessment criteria.

If you do not or will not have enough credits to graduate within your expected year of graduation, please see the counselor for options that may be available to you. They may include:
- Alternative Learning Program (ALP)
- Alternative Learning Center (ALC)
- Online credit recovery program
- TelePresence credit recovery program
- Summer School
- General Educational Development Exam (GED)

A maximum of nine (9) credits per semester, including credit recovery, is allowed for students. (7 High School credits and 2 other credits outside of the traditional school day) Credits above the (7) may incur students fees for enrollment.

After School Credit Recovery (ASCR) - Grades 7-12
Certified teachers within the disciplines of math, science, social and language arts will staff ASCR. ASCR will be offered two nights per week, Tuesdays and Thursdays from 3:15 to 5:30 p.m. Students will meet in the Media Center at 3:15 and be escorted to classrooms by an ASCR teacher(s).
Purpose: After School Credit Recovery is designed to help students who have lost credit due to attendance issues, or failed a quarter or semester of one or more classes. Students will be assigned to attend ASCR by the Principal or his/her designee.

In addition, students may be assigned to attend ASCR to complete course work or complete test/quizzes prior to excused absences. For example, students attending a field trip, family vacation or sports event may use the ASCR time to complete assignments or test/quizzes that will be assigned during their absence.

Each student’s course work will be provided to the ASCR teacher by the student’s classroom teacher not later than 3:30 p.m. the day prior to each ASCR session. ASCR teachers will be provided student rosters weekly by the ASCR coordinator. ASCR teachers will take attendance each session and submit attendance to the ASCR coordinator the following day.

Note: All Deer River students seeking academic support are welcome to attend ASCR. Non-assigned students are not required to attend for the full two hours and may be released at the ASCR teacher’s discretion.

Age Waiver for General Educational Development (GED) Testing
Residents of Minnesota between the ages of 16 and 18 may take the GED tests if they qualify for an Age Waiver. You must apply for an age waiver using the form provided by the Minnesota GED Office. An approved Age Waiver must be presented at an Official Testing Center before you will be allowed to test. Age waiver applicants must not be enrolled in high school.

There are six possible ways for an applicant to qualify for an age waiver. An applicant needs to meet ONE of the following six conditions:

1. Applicant has been dropped from the school’s attendance rolls for at least one full calendar year. Please note that if you are under the age of 17, this will result in a truancy petition.
2. Applicant’s high school class has graduated.
3. A prospective employer indicates on signed/dated letterhead that applicant must successfully complete the GED Battery to qualify for employment.
4. A prospective postsecondary institution or financial aid office indicates on signed/dated letterhead that applicant must successfully complete the GED Battery to qualify for acceptance or to begin the financial aid process.
5. The military indicates on signed/dated letterhead that applicant must successfully complete the GED Battery to qualify for acceptance.
6. An Adult Basic Education (ABE) program or other recognized educational, social service, or correctional agency indicates that successful completion of the GED Test Battery is a part of the applicant’s written individual learning plan, AND also provides signed/dated documentation showing the applicant has taken at least three of the five Official GED Practice Tests with a standard score of at least 500 on each. Official Practice Tests are available from all Minnesota ABE programs.

Parent Right to Know [*]
If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child’s classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Post Secondary/Concurrent Enrollment Options
Deer River High School strives to provide a rigorous and relevant curriculum that meets the needs of all our students. It is our sincere hope to provide coursework that challenges each student at his/her individual potential and in doing so, provides the best possible pathway to lifelong success. Those students ready to challenge themselves at a higher level are encouraged to concurrently enroll in college level curriculum that allows students to earn dual high school and college credit. Concurrent enrollment is defined as enrollment in one course that provides dual credit attainment at both the high school and college levels. Please keep in mind that regardless of the credits earned at post-secondary institutions, students must meet the minimum outlined graduation requirements at Deer River High
School.

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the school counselor by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian.

As allowed per the Minnesota Department of Education, PSEO and CIS courses will earn credits at the high school level in the following manner: This will begin with students in the graduating class of 2016.

<table>
<thead>
<tr>
<th>Credits Earned at College</th>
<th>Credits Earned at High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4) Credits at College</td>
<td>(2) Credits at High School</td>
</tr>
<tr>
<td>(3) Credits at College</td>
<td>(1) Credit at High School</td>
</tr>
<tr>
<td>(2) Credits at College</td>
<td>(1) Credit at High School</td>
</tr>
<tr>
<td>(1) Credit at College</td>
<td>(.5) Credit at High School</td>
</tr>
</tbody>
</table>

CIS Natural Resources - 1 credit

Note: Credit attainment changed under the November 2011 outline by MDE. However, students already enrolled in post-secondary options prior to 2012 will be grandfathered in under the previous model calculation of 2:1.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent’s decision will be final.

Students are assigned a grade level based upon their cohort during their 9th grade year. In order for students to attempt state required graduation exams, students will progress through the grade levels regardless of credit attainment. If students are behind on credits for graduation, they may remain listed as active 12th grade (seniors) for multiple years. It is recommended that students successfully complete the minimum of 12 credits per academic year to be on track for graduation.

Junior high students not demonstrating grade level competencies will be assigned to skill building class(es) to prepare them for improved academic performance.

Review of Instructional Material

The Board of Education of Independent School District #317, Deer River, Minnesota, is legally responsible for all matters relating to the operation of the schools of District #317.

Though the selection of instructional materials involves recommendations and advice of many people: administrators, teachers, supervisors, students and parents, the responsibility for coordinating the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.


Materials should be acquired on the basis of favorable reviews in standard selection aids and bibliographic tools of state and nation-wide professional reputation. The present list includes Booklist, A Basic Book Collection for Junior High School Libraries, A Basic Book Collection for Senior High School Libraries, all American Library Association publications; Junior High School Library Catalog, Senior High School Library Catalog, H. Wilson Co.; School Library Journal, R. R. Bowker Co.; Books for High School Libraries, National Association of Independent Schools; the State Department of Education's School Library Materials, and any of its many bibliographies, along with recognized lists in special subject areas such as Science Book List, American Association for the Advancement of Science.

Requests of professional personnel such as teacher, supervisors, and administrators will be given important consideration since professional judgment and experience in work with students must be recognized as valuable. Because it is a relatively new field and a broad scope of review sources are lacking, careful preview and examination of non-print material is particularly desirable to make certain that it is of high quality and meets the needs of the school clientele with whom it is to be used.

Materials already in collection will be constantly evaluated to determine their usefulness in the relevance to an ever-changing collection.
Excessively worn or mutilated items will be withdrawn, along with out-of-date or no longer useful materials. Multiple items of outstanding and much in demand media will be acquired as needed.

The present-day social climate may indicate selection standards, and will be accepted or rejected by these standards.

**Challenged Materials**

Since the following subjects are sometimes the cause for criticism, the following policies will apply concerning them:

**Religion:** Factual, unbiased material, which represents all major religions, will be included in the collection.

**Ideologies:** Factual, unbiased material on the maturity level of the school clientele will be made available on any ideology or philosophy which is or becomes a topic of current interest.

**Sex and Profanity:** Materials presenting sexual incidents or profanity shall be subjected to a rigorous test of literary merit, educational worth, and social value.

**Suspension and Grading**

Students that are suspended are expected to have equal access to classwork, homework, and assessments.

**Student Academic Assistant Requirements**

Students who assist teachers as a classroom aide or an office aide may receive one-half (.5) credit per semester for their assistance. Student aides must meet the following criteria:

1. Maintain a current GPA of 2.5 or higher
2. Maintain a credit load making satisfactory progress towards graduation
3. Exhibit leadership behavior
4. Active enrollment as a junior or senior at DRHS
ATTENDANCE

Attendance Policy
The Deer River School Board believes that regular school attendance is directly related to success in academic work and establishes regular habits of dependability and responsibility important to the future of all students. Classroom experiences are both meaningful and essential components of the learning process and allow each student to realize their full potential. Regular class attendance instills self-discipline, exposes students to group interactions with teachers and fellow students, enables students to hear and participate in class discussions, and involves students in educational experiences not available in other circumstances. Make-up assignments can never fully replace the learning experience students’ miss when they are absent from class. This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, HRO, teacher, counselor and administrators. The responsibilities assigned to each of these groups are outlined below.

Student Responsibilities
1. Attend each class and arrive in class on time.
2. If an absence occurs that is not school-related, follow these procedures:
   A. Have your parent/guardian call the attendance office, 218-246-3402, each day you are absent or bring a note signed by the parent or guardian to the attendance office upon return to school. All students must obtain an admit slip from the office prior to returning to classes. The note or phone call should state the date, reason for the absence, and include the phone number where the parent/guardian may be reached.
   B. If a parent/guardian does not call or a signed note is not presented to the attendance office, the absence will remain permanently unexcused unless documentation to exempt the absence is provided.
   C. Make up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with the classroom teacher.
   D. To arrange a pre-approved absence the student must follow these procedures:
      1. Obtain a Pre-Absence form from the attendance office prior to an absence that will be three or more days in length.
      2. Have the Pre-Absence form signed by each teacher.
      3. After the Pre-Absence form has been signed by each teacher, return it to the attendance office prior to the absences. Please note the teacher signature only indicates the teacher has been notified of the absence. The Attendance Policy guidelines are applicable.
      4. It is always the responsibility of the student to contact the teacher when the student knows he/she will be absent for any reason.
      5. Make-up required activities, classroom assignments, tests and quizzes within two (2) school days for each day absent unless other arrangements are made with individual classroom teachers. It is the student’s responsibility (not the teacher’s) to see that all work is made up in the agreed upon time.
1. The student must have all teachers sign this form.

2. The parent must read and sign.

3. The student must sign and return to the office 1 day prior to the absence.

The staff and administration of Deer River High School encourage the attendance of all students except in cases of illness or family emergency. If a student is absent from school, the educational process is interrupted and class work cannot always be made up. When a student misses a class, regardless of the reason, the classroom experience and work can never be made up completely. As a result, the student's performance and grades may be affected, particularly if the absence is for several days. This is particularly true if the absence occurs at the end of the quarter. It is the student's responsibility, not the teacher's responsibility, to insure that all work is made up within the agreed upon timeline. Please refer to the Attendance Policy in the Deer River High School Student Handbook for details regarding consequences of non-attendance. It is important to note that after a student accumulates eleven (11) excused or unexcused absences in a semester the student and family may be required to attend a meeting with administration, develop an attendance contract and/or be required to submit medical documentation for future absences in order to be excused.

Name____________________________________________________

Date(s) of Absence ____________________ Reason ______________

(month, day, year)

Signature below indicates that the teacher has been notified in advance of the absence. A teacher may or may not assign make-up work in advance. Make-up work that is not completed by the date assigned by the teacher may result in a zero (0) or partial credit.

<table>
<thead>
<tr>
<th>Hour</th>
<th>Subject</th>
<th>Teacher</th>
<th>Make-up Work</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</table>

I accept responsibility for having my teachers fill out this form and for doing all make-up work resulting from my absence.

Student Signature __________________________

I have read this form and accept responsibility for withdrawing my child from school for this absence.

Parent/Guardian Signature __________________________
ISD 317: ATTENDANCE AWARENESS

ISD 317 is committed to maximizing instructional time. Students present in class are proven to have higher student achievement and dedication to personal growth. We are continuously striving to improve the academic success and social/emotional learning of our students; school attendance and punctuality are foundational pieces of the process. We ask students, parents, and guardians to partner with us in proactively making attendance a priority every day.

<table>
<thead>
<tr>
<th>EXEMPT ABSENCES/TARDIES</th>
<th>EXCUSED ABSENCES/TARDIES</th>
<th>UNEXECUSED ABSENCES/TARDIES</th>
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<tbody>
<tr>
<td>Do not count towards 11</td>
<td>Count towards 11 days</td>
<td>Count towards 11 day</td>
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<tr>
<td>Documented Medical</td>
<td>Notification of Absence is Required. Follow these guidelines: Call prior to 10:00 a.m. or provide a note upon return to school at the start of school.</td>
<td>Not Exempt or Excused</td>
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<tr>
<td>-Appointments</td>
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<td>Absences without Notification</td>
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<tr>
<td>-Illnesses/Injuries</td>
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<td>Absences not following check in or check out procedures.</td>
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<tr>
<td>-School Nurse Recommendation</td>
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<td>-Sign in/out at office</td>
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<tr>
<td>School Related Activities</td>
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<td>Non School Related Activities</td>
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<tr>
<td>-Participation in activity required to be exempt</td>
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<td>Family Leave/Vacations</td>
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<tr>
<td>Supported Community Activities</td>
<td>Admit slip must be obtained prior to attending class.</td>
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<tr>
<td>-With principal approval</td>
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<td>-Pre-Absence form required for 3 or more days</td>
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<tr>
<td>Funerals</td>
<td>Undocumented Medical</td>
<td></td>
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<tr>
<td>-Immediate Family</td>
<td>-Prior notification required</td>
<td></td>
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<tr>
<td>Verified Legal Concerns</td>
<td>-Illness/Injuries</td>
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<tr>
<td>College Visits</td>
<td>-Appointments</td>
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<tr>
<td>-Documentation Required</td>
<td>Funerals</td>
<td></td>
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<tr>
<td>-2 Per Year/Seniors</td>
<td>-Non-Immediate Family</td>
<td></td>
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<tr>
<td>-1 Per Year/Juniors</td>
<td></td>
<td></td>
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<tr>
<td>Religious/Cultural Observance</td>
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<tr>
<td>Counselor or Administrator Referral</td>
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<tr>
<td>-In School Suspension</td>
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<tr>
<td>-Out of School Suspension</td>
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<tr>
<td>-Discretion of Personnel</td>
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</table>

If a student is over the 11 allowable absences for a class, they may lose credit for that class thus becoming ineligible for athletics. Students will not be eligible to participate in practices or games until they have earned hours back through After School Credit Recovery or other resources. A student must follow appeal and class time recovery before they are eligible to continue to participate.

Do tardies count as an absence?
Yes. Three tardies in one class period are equal to one unexcused absence. All tardies are considered unexcused unless they meet the definition of an exempt absence.

When does a tardy become an absence?
Late arrivals after the first ten minutes of each class at the high school or 9:00 am at the elementary school will be considered an absence.

How many absences am I allowed per semester?
Students are allotted (11) non-exempt absences per semester to receive course credit. Truancy parameters as set forth by the county or tribal council may have further consequences.
Is there an appeals process to excuse or exempt absences?
Due to the broadening definition of excusable absences, an appeals process is no longer necessary as long as documentation and notification procedures have been followed.

Why do I need to notify the office prior to 10:00 am?
The safety of our students is a top priority. It is important to know which students are present in our building in case of an emergency.

Do I need to notify the office if my child will have a change in transportation for one day?
Students cannot ride a different bus without permission from an administrator. Except in rare circumstances, students will not be allowed to ride a different bus. If your child will be picked up by a parent/guardian after school, we encourage you to tell them prior to school. In this instance, you do not need to notify the office if the student is in grades 6-12, but you are asked to call the office if the student is in grades K-5.

For more information, contact David Setness at (218)246-8241 ext. 60291

**Perfect Attendance** is defined as flawless attendance that results in presence in 100% of classes every day school is in session.

Criteria:
- A. Students arrive at school no later than 8:34 a.m.
  - *2 occurrences maximum
  - *3rd occurrence becomes an absence (see tardy policy)
- B. Students schedule all appointments outside of school hours
- C. Students remain in attendance until dismissal time.
- D. Students do not accumulate absences in any hour due to non-attendance or tardies.
- E. School related activities are not considered absences.

These students will receive a perfect attendance certificate.

**Exemplary Attendance** is defined as model attendance that results in presence in most classes every day school is in session. School is only missed in rare circumstances.

Criteria:
- A. Students arrive at school no later than 9:00 a.m. (King) or 8:34 a.m. (DRHS)
  - *3 occurrences maximum
- B. Students absences are labeled as exempt (see policy)
- C. Students remain in attendance until 2:45 p.m. and absence is excused or exempt.
- D. Students do not accumulate absences in any hour due to tardies.

These students will receive recognition, but not a perfect attendance certificate.

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**RULES AND DISCIPLINE**

It is the position of the School Board of Independent School District #317 that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. The school board believes in protecting the rights of all students. A consistent, continuous program dealing with the rights of people and a respect for individual differences must permeate the entire educational system. Students need to be taught the seriousness of actions that are degrading or hostile to other individuals and groups. The staff has the responsibility to define and the authority to respond to intolerant behavior, such as racial, sexist, or ethnic slurs, verbal assaults, physical threats or assaults, or any actions considered demeaning to others.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state law, State Board of Education regulations, and this policy. With due consideration to these obligations, it is the responsibility of the school, administrators, and classroom teachers to make reasonable rules and regulations for governing student behavior and conduct and the board recognizes the uniqueness of each building and intends that there will be individual building and classroom procedures to implement and supplement these district policies.
The school board recognizes its responsibility to meet the educational needs of students who do not respond well to normal school procedures. If a student does not respond to these efforts and consistently exerts a disruptive influence on the educational environment of a school, the needs of the other students and staff must become a major factor in planning alternatives.

Each student will receive a copy of the student handbook upon entering school yearly. Parents will be mailed a copy of the student handbook prior to the beginning of each school year upon request. The student handbook can be found on the school website (www.isd317.org).

Each student's discipline file is non-cumulative per year; however, student discipline data is maintained through graduation.

The discipline policy applies during normal school hours, as well as at extra-curricular activities, practices, field trips, and all other school sponsored or sanctioned programs.

**Administrative Corrective Measures**
Corrective measures used will depend upon the nature of the behavior, the frequency and the degree to which the student is willing to try to correct unacceptable behavior. Corrective measures will normally begin at a minimal level and then proceed to more serious levels depending upon the behavior demonstrated by the student. Regardless of any provision in this policy to the contrary, a student may be subject to a suspension of up to 10 days or expulsion for violation of any provision in the policy. The following types of consequences may be administered, but are not limited to:

1. Conference with teacher, counselor or principal.
2. Detention or loss of school privileges.
3. Parent-student conference with school staff.
4. In school or out of school suspension
   Administrative discretion will determine if a suspension is to be served in In-School Suspension or to be served at home (Out-of-School Suspension). No students are allowed to attend, practice, or participate in extra-curricular activities when suspended/ expelled from school, nor trespass on any rented, owned, or leased school property.
5. Rehabilitation Treatment
6. Law Enforcement or Court Referral
7. Alternative Program or Learning Center
8. Exclusion/Expulsion under the Fair Pupil Dismissal Act
   Expulsion shall be defined as an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date a pupil is expelled. Only the school board can expel a student and shall do so in accordance with the provisions of the Pupil Fair Dismissal Act of 1974. Upon notification of a hearing for expulsion, a student will be provided with a copy of the law. Copies of the law are available in each school office and may be examined by interested students.
9. Home Instruction
10. Administrative Discretion
    When a student has demonstrated unacceptable behavior in more than one category, the administrator may combine or escalate measures to better address the total needs of the student and the school. When approved disciplinary actions by an administrator are not followed according to this policy, the administrator shall include a written statement that specifies the circumstances and rationale for the decision to alter the plan and what the revised plan is. The statement will be included in the student discipline file and a notice provided to the Superintendent.

**Appeal Process**
A student, parent, or teacher who feels that this policy has not been applied in a fair and consistent manner may appeal their concerns to the Principal, Superintendent or School Board.

**Deer River High School Discipline Policy**

**Academic Integrity**
Integrity is essential to excellence both in education and life. Assessments and other school work are measures of a student's academic performance. Honesty is required to ensure an accurate measurement of a student's academic knowledge. Each assessment must be evaluated on what the student knows or can do in order for the student and his/her family to have a clear and accurate accounting of the student's mastery of academic material. When a student chooses to violate the academic integrity policy, it is a behavior infraction. As a result, the teacher will need to find an alternative way to assess the student's knowledge. It is at this point that all parties—parents, teachers, administrators, and the student—work to identify the root cause of the behavior and to help the student learn from the experience in a caring, consistent, and instructive way. Academic Integrity violations are cumulative throughout a student’s academic career.

Cheating: Using dishonest methods to gain an advantage

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Collusion: A secret agreement or cooperation especially for an illegal or deceitful purpose
Plagiarism: To steal or purloin and pass off as one’s own words, ideas, artistic production or another; to use, without credit, the ideas, expressions or productions of another

Classifications of Academic Dishonesty
As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school’s assessments (formative or summative), plagiarism or collusion. Additional classifications may be added at any point.
1. Copying homework or allowing someone to copy your homework.
2. Letting your project partner do all the work and just putting your name on the final project.
3. Sharing test questions and/or answers concerning what is on a test with other students either verbally or electronically (i.e. text messages, earphones, calculators with memory systems, applications and websites, PDAs, Bluetooth technology, etc.)
4. Looking on another's test/quiz or allowing another to copy a test/quiz.
5. Submitting other's work as your own with or without the other person's knowledge. (i.e. plagiarism.)
6. Working with others on an assignment that is designed to be completed individually.

NOTE: Standardized testing protocols are comprehensive in nature and may differ from standard school protocols. (i.e., escorts to restrooms, lunch within the testing room, etc.)

Discipline Action for Academic Dishonesty
1st Violation –
Administrator/Teacher conference with student, discipline referral (cumulative), parent contact, assessment or alternate assessment (teacher discretion) given within 4 school days. Administrator and teacher will decide credit to be earned.

2nd Violation –
Administrator/Teacher conference with student, discipline referral (cumulative), parent contact, assessment or alternate assessment (teacher discretion) given within 4 school days. Administrator and teacher will decide credit to be earned. Additional consequence will be assigned at the Administrators discretion to include but not limited to; suspension, status in student/athletic organizations, loss of privileges, behavior contract.

3rd and Subsequent Violations –
Administrator/Teacher conference with student, discipline referral (cumulative), parent contact, assessment or alternate assessment (teacher discretion) given within 4 school days. Administrator and teacher will decide credit to be earned. Additional consequence will be assigned at the Administrators discretion to include but not limited to; suspension, status in student/athletic organizations, loss of privileges, behavior contract.

Assault
Any student who encourages or promotes a physical or verbal confrontation, or any student who records, texts, e-mails, or posts video or audio of an altercation to the Internet may receive disciplinary action, which may include in or out of school suspension.

Physical Assault
Physical assault is an act that intentionally inflicts, or attempts to inflict, bodily harm upon another.

Physical assault by students against staff members or students is considered to be foreign to a sound educational atmosphere and the principal or staff member must take immediate action to halt such behavior. In reacting to incidents of assault, staff members will use reasonable physical force to prevent or minimize injury to students or staff. All assaults will be reported to the Deer River Police Dept. for investigation and the possible filing of assault and/or disorderly conduct charges.

Disciplinary Actions for Physical Assault:

Student Assaults:
1st Violation - Student is suspended for three (3) consecutive school days. OSS
Disorderly conduct charges may be filed by the School District.

2nd Violation - Student is suspended for five (5) consecutive school days with the last day being ISS. Parent conference required.
Disorderly conduct charges may be filed by the School District.

3rd + Violations – Student is suspended for five (5) consecutive school days. Parent conference is required. Disorderly conduct charges may be filed by the School District. Students are subject to expulsion according to the Fair Pupil Dismissal Act of 1974.

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Staff Assaults:
Students who threaten or assault staff members are subject to expulsion according to the Fair Pupil Dismissal Act of 1974. The employee will report any assault to proper authorities and criminal charges will be filed.

Verbal Assault
Abusive, threatening, profane, or obscene language or gestures by a student towards a staff member or other student.

Towards Students
1st Violation - Administrative discretion, as needed.
Repeated Violations - In School Suspension and parent conference.

Towards Staff
Student is suspended for five (5) consecutive school days with the last day being ISS. Parent conference required.

Assault, Restraint, and Corporal Punishment
Staff is forbidden from using physical force on students or administering corporal punishment except as follows:

Staff may use reasonable physical force for the purpose of restraining students to prevent or minimize damage to property or injury to persons.

Bullying: Students and Personnel

I. PURPOSE
A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ 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, it is the school district’s intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY
A. 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.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

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

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

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

F. 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 (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

G. 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.

III. DEFINITIONS

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

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

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

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips.

School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. “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.

G. “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.

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

IV. REPORTING PROCEDURE

A. 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.

B. 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.

C. 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. 

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.

D. 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.

E. 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.

F. 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.

G. 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.

V. SCHOOL DISTRICT ACTION

A. 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.

B. 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.

C. 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.

D. 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/MAA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. 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.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child’s individualized education program (IEP) team or Section 504 team, allow the child’s IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child’s disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. 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.

VII. TRAINING AND EDUCATION

A. 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
To the extent practicable, the school district shall provide on the school premises a written policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct. Such policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

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 the school board resolution.

The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

VIII. NOTICE

A. 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.

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

C. 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.

D. 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.

E. 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.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. 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...
Legal References:  
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 124D.10 (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g et seq (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)  

Cross References:  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporate Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)  

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.  

Discipline Actions for Bullying  
1st Violation - Conference, counseling/educational worksheet, suspension and/or parent conference.  
2nd Violation - Suspension and parent conference.  
3rd Violation - Suspension and parent conference.  
4th Violation - Expulsion  

Bus Expectations  
Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.  

Rules  
1. Students may have one designated bus stop per year (home, daycare, etc). This stop will remain the same for the entire school year. Students will not be allowed to switch locations for bus drop off. In extreme circumstances, arrangements may be made with the building principal.  
2. Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.  
3. Always sit in the correct seats and remain in seat when bus is in motion.  
4. Keep feet on floor, aisle clear, and do not throw objects.  
5. Keep inside the windows and do not stick arms or head outside.  
6. Talk quietly and do not use profanity or offensive language.  
7. Help keep harmful objects off the bus (weapons, controlled substances, pets, etc).  
8. Care about bus property and pay for vandalism, and unusual damage to the bus.  
9. Listen to and obey directions given by the bus driver.  
10. Stay away from the street, road, or highway when waiting for the bus and wait for it to come to a complete stop before approaching.  

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11. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

12. Other rules the bus driver feels are necessary based on local policies and procedures.

For violation of one or more of these rules, a pupil will be reported to the principal, who, for the good of other passengers, can bar him or her temporarily or permanently from riding the bus. The principal should receive feedback from the parent or guardian and the bus driver to decide on a consequence but it is the responsibility of the principal to assign the consequence.

Consequences for bus violations will be consistent with the nature of the violation as outlined in this handbook.

**Controlled Substances: Alcohol, Drugs, and Drug Paraphernalia**

Deer River High School is a tobacco, alcohol, and drug free school. Use or possession of tobacco, alcohol, or drug related products are forbidden in school buildings, school vehicles and on school grounds. The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

**Alcohol:**

Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, (including look-a-like products such as non-alcoholic beer, wine, etc.) on school grounds, or at school-sponsored activities.

**Drugs:**

Students are prohibited from using, possessing, distributing or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds. Students are prohibited from possessing drug paraphernalia at school, on school grounds, or at school sponsored activities.

**Drug Paraphernalia/Vape**

Chemicals shall be defined as all tobacco products (pipes, cigarettes, all forms of electronic cigarettes including vaporizers and any accompanying cartridges, and liquid nicotine, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, synthetics, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug without a physician’s prescription, over-the-counter (OTC) drugs, possession of drug paraphernalia constitutes violations of this policy. Any device used for vaping is considered drug paraphernalia.

When chemical paraphernalia use or possession is identified, the School District shall intervene. Intervening is directed at addressing chemical use problems in a way designed to correct and best facilitate resolution of the problem.

**Procedure:**

A school district employee who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance or paraphernalia while on the school district premises or involved in school district-related activities shall immediately notify the school office. The following guidelines refer to cases involving the use and/or possession of mood-altering chemicals on the school district premises or involved in school district-related activities, which therefore require disciplinary action.

When a student is in possession of a mood-altering chemical, the following steps are to be followed:

1. Search student's locker and person.
2. Contact parent/guardian and request they come to the school to meet with law enforcement. If parent/guardian is unavailable, the school will attempt to contact the person identified as the emergency contact person, unless the parent has informed the school not to, before law enforcement makes a determination about appropriate response.
3. Contact law enforcement for possible legal action and removal.
4. Students in possession of alcohol or other drugs in an amount indicating intention to sell or give away to others shall be subject to expulsion under the Minnesota Pupil Fair Dismissal Act of 1974.

When a student shows evidence of consumption, the following steps are to be followed:

1. Search student's locker.
2. Contact parent/guardian and request they come to school. If the student has a car at school, under no circumstances should he/she be allowed to drive. If parent/guardian is unavailable, the school will attempt to contact the person identified as the emergency contact person, unless the parent has informed the school not to, before law enforcement will make a determination about appropriate response.
3. Contact law enforcement for possible legal action and removal.
4. Involve health service staff to check medical records for prescription or other medical situations.
5. In cases of disputed use, a urinalysis or drug wipe will be required. Failure to comply will indicate violation.
When a student is determined to be intoxicated or under the influence of other drugs and judged to be a danger to self or others, the following steps are to be followed:

1. Search student's locker.
2. Contact parent/guardian and inform them of law enforcement response.
3. Contact law enforcement for possible legal action and removal.
4. Involve health service staff to check medical records for prescription or other medical situations.
5. A medical emergency involving chemical use should be handled as any crisis case. (See "Crisis Intervention")
6. In cases of disputed use, a urinalysis or drug wipe will be required. Failure to comply will indicate violation.

Disciplinary Action for Controlled Substances:
Violation of the mood-altering chemicals policy is cumulative for K-12

First Violation: The student will be suspended from classes for five (5) school days according to the Minnesota Pupil Fair Dismissal Act of 1974. The student's readmission plan shall include certification of completion of the e-Checkup TO GO (an interactive assessment that provides personalized feedback related to controlled substance use) with the Deer River High School Counseling Dept.

Second Violation: The student will be suspended from classes for ten (10) school days according to the Minnesota Pupil Fair Dismissal Act of 1974. The student's readmission plan shall include certification of completion of the e-Checkup TO GO (an interactive assessment that provides personalized feedback related to controlled substance use) with the Deer River High School Counseling Dept OR a documented professional chemical use assessment prior to readmission to school. The recommendations resulting from the chemical use assessment shall be followed for continued enrollment in countywide schools. Please note that you may be required to provide documentation of the recommendations and progress toward the assessment recommendations.

Third or Subsequent Violations
The student will be suspended pending further disciplinary action for repeated disregard of school rules, state laws, being a danger to self or others, and/or for being disruptive to the school environment. Possible action includes indicated treatment, homebound instruction or expulsion for the balance of the school year under the Minnesota Pupil Fair Dismissal Act of 1974.

*Students involved in Minnesota State High School League Activities are subject to its rules.
Refer to the DRHS Activity Handbook for more information.

Dress Code
We are concerned with student dress and grooming as it influences the health, safety, learning process and ability of the student to do his/her work. We expect DRHS students to be recognized not only for the quality of their education, but also for the neatness of their appearance. We believe that how students look and dress can make a difference in how they feel and how others feel. This means clean, neat clothing which fits their style, is appropriate for learning and does not interfere with the learning of others. If the administration believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

DRHS students are expected to adhere to the following guidelines.

1. Students cannot wear garments that are likely to cause a material or substantial disruption to the school environment or that could be considered offensive. Items include, but not limited to, references to drugs, alcohol, tobacco, sex, weapons, violence, vulgar, obscene, or profane language or images, and/or insults to race, religion, gender, or ethnicity.
2. Dresses and shorts will be longer than arms length.
3. Students are not allowed to wear backless, low cut, or tops with spaghetti straps, tube tops, midriff shirts, or see-through clothing. Tank tops and/or tops with a minimum of one- and one-half inch straps will be allowed.
4. No clothing with revealing holes or cutouts is allowed.
5. Students are prohibited from wearing pants/shorts that sag below the waistline or reveal underwear.
6. Students are prohibited from wearing any form of dress or accessory identifying him/her with a gang as identified by Law Enforcement.
7. Students may wear scarves, hats, caps, and sweat bands. Hoodies are not allowed to be worn at any time during school hours, for student safety purposes. Bandanas are not allowed to be worn except for religious or medical purposes. Wearing the above-mentioned items is a privilege and may be revoked due to behavior and/or attendance issues. Individual teachers have the right and support of administration if they choose to not allow hats to be worn in their classrooms.
8. Students are allowed to use backpacks throughout the school day to carry school and personal items. Backpacks are subject to search at any time when school administration has reasonable suspicion to do so. At any time, administration conducts a search of the building, including but not limited to K9 searches, all backpacks will be placed in the hallway. During this time any/all backpacks will be subject to search.
9. Students are allowed to wear overcoats when school is in session. Jackets are subject to search at any time when school administration has reasonable suspicion to do so. At any time, administration conducts a search of the building, including but
not limited to K9 searches, all overcoats will be placed in the hallway. During this time any/all overcoats will be subject to search.

10. Also, sunglasses, bare feet, and/or slippers without soles should not be worn in school.
11. Students participating in school-sponsored activities, such as extra-curricular or other special functions, may have different dress required by the sponsor, coach or administration.

Violation of dress code:
1st violation-
Student will be asked to change, parent contact. In instances with head coverings or other distracting or prohibited items, the item may be confiscated and returned to the student at the end of the day.

2nd violation-
Student asked to change, ½ day ISS, parent contact. In instances with head coverings or other distracting or prohibited items, the item may be confiscated and returned to the parent at the end of the day.

3rd and subsequent violations-
One day suspension, parent conference. In instances with head coverings or other distracting or prohibited items, the item may be confiscated and returned to the parent at the end of the week.

Electronic Devices

Social Media

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when. Students, Parents, and Guardians - let it be known that any student in violation of said conduct is subject to consequences to be determined by the Administration. The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

The use of computers and accessing information through the Internet is fundamental in today's educational process. This use is a privilege, not a right. All students will be required to use computers and the Internet for educational purposes unless parents, in writing, have denied their child's access and requested alternative activities. Students will follow all rules regarding technology use as dictated by school board policy and the Acceptable Use Policy administered by Deer River High School. Students sign a form stating that they have read and understand the policy.

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

Personal music devices and headphones may be used on the bus, during lunch, between classes and before and after school, excluding study areas, but the DRHS staff and administration are not responsible for lost or stolen items. Please consider leaving these devices at home. Students in grades 6-12 may have cell phones and are expected to use them responsibly. Teachers will manage cell phone use in their own classrooms. Staff at Deer River High School believes that cell phones and other electronic devices can be useful learning tools and students should be taught to use them correctly. Cell phones and cameras are not allowed in the gym locker rooms and/or bathrooms. Students are responsible for information and/or images on their personal cell phones and the student handbook governs that information. Cell phones can be searched for information when there is reasonable cause of a handbook violation. Students are not allowed to take pictures of their peers without the permission of their peers.

The school district’s “Internet Acceptable Use” policy is available on the school website or a copy may be obtained at the high school office.

All school district students have conditional access to the school district’s computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district’s system is a privilege, not a right. Unacceptable use of the school district’s computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.
Disciplinary Actions for Personal Technology Device Violations:
1st Violation - Confiscation of device: can be picked up by student at close of day.
2nd Violation - Confiscation of device: can be picked up by parent at close of day.
3rd Violation - Confiscation of device: can be picked up by parent at close of week.
4th Violation - Confiscation of device: can be picked up by parent at close of week.
Suspension of use of the personal technology device for a period of ten days per violation.

Disciplinary Actions for School Technology Device Violations:
All violations occurring with school owned technology devices will result in consequences aligned with the violation.

Examples:
If a student is bullying another student with social media during school hours, the consequence will be aligned to bullying.

If a student deletes profiles, adds inappropriate images, or alters the device in another manner, the consequence may be aligned to vandalism. Please note that if a student accidentally alters a device, it is their responsibility to notify the media center immediately to avoid consequences.

Note: Because all classroom assignments will be required during periods of suspended use, parents are responsible to provide computer/internet access for their child(ren) during that time.

School owned electronic devices may result in suspension of Internet privileges if used inappropriately at school. The school will not disable the Internet solely due to parent request.
At no time may students use staff members district provided electronic devices.

Food or Beverage in Class
Students will not bring food and beverage to class as this is considered a classroom disruption. Depending upon the severity of the disruption, this may be considered a nuisance article.

Gang Behavior
Students are not permitted to wear clothing that indicates gang membership, affiliation, or presence as determined by the school principal. Gang symbols, writing, vocabulary, signing tattoos, flagging, etc. are not permitted on school or personal (notebooks, etc.) property or at school activities. Violators are subject to disciplinary actions. Additional restrictions for safety and climate reasons may be imposed on Profiled Gang Members as determined by the School Administration. (Refer to School Board Policy 504, Section II, C, 4)

1st Violation: Warning and notice to parents; notification of law enforcement.
2nd-3rd Violation: Suspension and Parent Conference; notification of law enforcement.
4th Offense: Referral to an Alternative Program; notification of law enforcement.

Parents will be notified if their child is officially profiled as a gang member by the County Gang Task Force. Law enforcement may be notified during any suspected gang affiliated violation.

Harassment or Violence: Sexual, Religious, And Racial
It is the policy of Independent School District #317 (the "School District") 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 pupil, teacher, administrator or other school personnel of the School District to harass a pupil, 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 include 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 pupil, 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 pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. Violations should be reported to the District Human Service Officers for investigation.

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Definitions:

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

1. 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
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. 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:
1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promised of preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.
7. Public Displays of Affection that disrupt the educational setting, this includes kissing, leaning on each other, extended hugs, etc. Any over-display of affection in public is harassment and will be addressed following the district's sexual harassment policy. Holding hands is an acceptable practice. Kissing, leaning on each other, etc. is not allowed.

Sexual Violence Definition:
Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well the clothing covering these areas. Sexual violence may include, but is not limited to:

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

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

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

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

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

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

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

Discipline Action for Sexual, Religious, Racial Harassment or Violence
1st Violation - Suspension and parent conference.
2nd Violation - Suspension and parent conference.
3rd Violation - Referral to an alternative or treatment program.
Hazing
Any act, on or off school property, against a student or coercing a student into committing an act in order for a student to be initiated into or affiliated with a student/school organization is strictly forbidden. Any student who believes s/he has been subjected to hazing should submit either a verbal or written report to a teacher, school counselor, principal, or other responsible adult.

1st Violation: 5-day suspension and parent conference
2nd Violation: Expulsion according to the Fair Pupil Dismissal Act

Insobriety
Failure to identify oneself or refusal to follow directions of a school employee is unacceptable behavior. Refusal to allow a search when administration has probable cause to believe a school rule or the law is being violated will be treated as an admission of guilt and the corresponding consequence for the violation will be applied.

Discipline Action for Insobriety
1st Violation: Suspension and parent conference.
2nd Violation: Suspension and parent conference.
3rd Violation: Referral to an alternative or treatment program.

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

Nuisance Articles
Bringing articles to school that interfere in some manner with school procedure is unacceptable and disruptive. Such items are water pistols, balloons, firecrackers, lasers, games, and beepers. Perfumed body sprays are only permitted in gym locker rooms and are not allowed in school lockers since body sprays can cause asthma attacks.

Disciplinary Actions for Nuisance Articles:
1st Violation - Confiscation of article
2nd - 3rd Violations - Confiscation of article, ISS
4th + Violations - Confiscation of article, OSS

In all instances, the article will be returned to a parent, but not students, when requested. No articles of a dangerous manner will be returned to parent or student. Deer River School staff, Deer River administration and the Deer River School Board are not responsible for lost or damaged electronic devises confiscated due to nuisance article violations.

Positive Behaviors Interventions and Supports (PBIS)
PBIS is a K-12 behavior plan that is proactive in nature. PBIS allows high school staff the opportunity to teach positive behaviors through the use of a behavior matrix. Students and staff are rewarded for getting caught being good through recognition and prizes. PBIS also allows the PBIS team to monitor positive and negative behavior data to adjust supervision, etc., to create and maintain a safe, positive and productive environment conducive to student achievement.

Safety Rules
All school safety rules in vocational, special, and general education classes are strictly enforced for the benefit of all individuals. Failure to observe safety rules will cause an individual to be denied participation in a given course or school activity until there is resolution with the instructor. If a student requires removal from a course, “dropped course” guidelines will be applicable.

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

Vehicles on Campus
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and
Search of the Interior of a Student’s Motor Vehicle
The interior of a student’s motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student’s control upon the request of a school official.

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

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

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

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

Student Vehicles
The school district allows limited use and parking of motor vehicles by students. Remember that parking a motor vehicle on school property during the school day is a privilege and unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

Terroristic Threats:
Dangerous Threats: Threats to normal school operations or school activities, such as reporting of dangerous or hazardous situations that do not exist, (ex. Bomb Threats) are against school rules and state statute.

Discipline Actions for Dangerous Threats
1st Violation: Suspension, Parent/Staff/Administration conference, notify Law Enforcement.
2nd Violation: Suspension, Parent/Staff/Administration conference, notify Law Enforcement.
3rd Violation: Expulsion according to the Fair Pupil Dismissal Law.

Theft:
Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without consent and with intent to deprive the owner permanently of the property; or finding lost property and not having made reasonable effort to find the owner to return the property. Students guilty of theft will be subject to disciplinary action. Theft of personal or school property should be reported to the High School Office. Consequences are dependant upon theft of item.

Discipline Actions for Theft
1st Violation: Suspension, parent conference, referral to court, and/or restitution.
2nd Violation: Suspension, parent conference, referral to court, and/or restitution.
3rd Violation: Referral to an Alternative Program and restitution. Expulsion/Exclusion

Tobacco

TOBACCO-FREE SCHOOLS
School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual’s use of tobacco or tobacco-related devices and the use of electronic cigarettes, including the inhaling and exhaling of vapor
from any electronic delivery device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

1st Violation: (3) days ISS, parent conference, notification of law enforcement and certificate of completion of the e-Checkup TO GO (an interactive assessment that provides personalized feedback related to tobacco use).
2nd Violation: (3) days ISS, parent conference, notification of law enforcement and certificate of completion of the e-Checkup TO GO (an interactive assessment that provides personalized feedback related to tobacco use).
3rd Violation: (5) days OSS, parent conference, notification of law enforcement and certificate of completion of the e-Checkup TO GO (an interactive assessment that provides personalized feedback related to tobacco use).

**Truancy and Unauthorized Absences: Truancy, Tardiness, and Loitering**

As required by current statutes, regulations of the State Department of Education, and the School Board of District #317, students shall be in attendance each day that school is in session. The authority to classify an absence as parent approved, or an additional allowable, rests with the building principal.

**Definitions:**

**Truancy:** The absenting of one’s self from school or class without knowledge or approval of the school and parent.

**Tardiness:** Arriving at class after the bell has rung.

**Loitering:** The presence of a student on school property or adjacent community property when the parent and school have excused the student.

**Pass Violation:** The misuse of a student pass from one location to another, excessive tardiness, and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons.

**Disciplinary Actions for Truancy:**

**All Violations:**

- May result in (2) Hours ISS for every (1) hour truant
- May result in pass suspension for a period of (2) weeks minimum. Students will only be removed from the no pass list when he/she has successfully completed a period of two weeks with no tardies, unexcused absences, or behavior concerns.

**Disciplinary Actions for Tardiness:**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Tardy</td>
<td>Warning</td>
</tr>
<tr>
<td>3 Tardies</td>
<td>Lunch ISS</td>
</tr>
<tr>
<td>6 Tardies in one class</td>
<td>½ Day ISS</td>
</tr>
<tr>
<td>9 Tardies</td>
<td>1 Day ISS</td>
</tr>
<tr>
<td>12 Tardies</td>
<td>1 Day ISS</td>
</tr>
</tbody>
</table>

Every tardy after 12 results in one week of lunch ISS.

Note: 3 tardies equals one absence.

Tardies may also result in pass suspension for a period of (2) weeks minimum. Students will only be removed from the no pass list when he/she has successfully completed a period of two weeks with no tardies, unexcused absences, or behavior concerns.

**Disciplinary Actions for Loitering:**

1st Violation: Warning
2nd Violation: Suspension of privileges without parental supervision.

**Vandalism:**

Damage or vandalism to school property or to private property of others by students who are under the jurisdiction of the school will not be tolerated. The severity of disciplinary actions will be determined by the extent of vandalism.

**Disciplinary Actions for Vandalism:**

1st Violation: Suspension, parent conference, referral to court, and restitution.
2nd Violation: Suspension, parent conference, referral to court, and restitution.
3rd Violation: Referral to an Alternative Program and restitution. Expulsion/Exclusion

**Weapons**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a “zero
tolerance” position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

No student shall possess, claim to possess, use, maintain, transmit or distribute any object, device or instrument having the appearance of a weapon, as defined above in the places set forth above, and such objects, devices or instruments shall be treated as weapons. Objects, devices, or instruments that have the appearance of a weapon, including, but not limited to, any weapon listed above which is broken or non-functional and any object that is a facsimile of or could be taken for any weapon listed above.

No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict or threaten bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

The appropriate possession use or distribution of equipment and tools necessary for school activities or instruction will not be considered a violation of this policy when such equipment and tools are properly used and stored. Written permission will be required from the Principal for possession, use or distribution of any weapon or object that has the appearance of a weapon, as defined above, unless the object is being used appropriately as part of a class or extra-curricular activity.

However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

A student who finds a weapon on the way to school or in the school building should give the weapon to the first School District staff member (teacher, aide, custodian, etc.) that can be located. Such conduct shall not be considered a violation of this policy.

Minnesota Statute 609.66 provides that it is unlawful to possess, store, keep or use a dangerous weapon, replica firearm or BB gun on school property. A person who possesses, stores or keeps a dangerous weapon or uses or brandishes a replica firearm or BB gun on school property is guilty of a felony and may be sentenced to imprisonment for up to two years and/or to payment of a fine of up to $5,000. A person who possesses, stores or keeps a replica firearm or BB gun on school property is guilty of a gross misdemeanor.

The School District and the school takes a position of “Zero Tolerance” in regard to the possession, claim of possession, use, maintenance, transmission or distribution of weapons by students. Consequently, the minimum consequence for a violation of this policy shall include (1) confiscation of the weapons; (2) parent notification; (3) notification of police; (4) an initial out-of school suspension for ten (10) days; and (5) immediate initiation of the expulsion process.

First Offense: Expulsion according to the Fair Pupil Dismissal Act of 1974.

HEALTH, SAFETY, AND PRIVACY POLICIES

Asbestos Management Updates(*)
The school district has developed an asbestos management plan. A copy of this plan can be found in the high school office.

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

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

Family Educational Rights and Privacy Act (FERPA): Directory Information Notice
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that ISD #317, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, ISD #317 may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Deer River School District to include this type of information from your child’s education records in certain school publications. Examples include: A playbill, showing your student’s role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs;
and Sports’ activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

Additionally, ISD #317 has been selected to participate in the U.S. Department of Education’s FAFSA Completion Project. This project is designed to assist LEAs and secondary school administrators in determining which of their senior students have completed a Free Application for Federal Student Aid (FAFSA) form for the upcoming school year. In order to participate in the FAFSA Completion Project ISD #317 is required to disclose the names, addresses, and dates of birth on entering seniors to the U.S. Department of Education (that is, properly designated directory information under FERPA) on those students whose parents have not opted out of directory information. (If the student is considered an “eligible student” under FERPA, i.e., has reached 18 years of age, then the student has the right to opt out of directory information.)

If you do not want ISD #317 to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 19, 2016. ISD #317 has designated the following information as directory information:

- Student’s name
- Address
- Date of birth
- Telephone listing
- E-mail address
- Photograph
- Grade level
- Major field of study
- Dates of attendance
- The most recent educational agency or institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

Medical Care
School personnel will provide necessary emergency medical care or contact the Deer River Emergency Technicians (Ambulance Service) according to need to the best of their ability when attempts to contact parents, guardians or emergency contacts for direction are not possible.

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

The district has installed automated external defibrillators (AEDs). Tampering with any AED is prohibited and may result in discipline.

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

Acknowledgement Form
Yearly enrollment/update papers include an acknowledgement section. By signing the yearly form, you acknowledge that you have read and understood the policies and procedures outlined in the DRHS student handbook. Paper copies of this handbook are available upon request.

(*) Denotes sections recommended for inclusion by MSBA.
Parent/Guardian Guide to Statewide Testing

This document provides basic information to 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 children 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.

- Students who do not participate will receive a score of "not 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.
- 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.

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 Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)**

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in 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 MCAs 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.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 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.

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.state.mn.us > Students and Families > Statewide Testing).
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 a Parent/Guardian Guide to Statewide Testing on the MDE website (Students and Families > 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 or 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 student will receive a score of “not proficient” and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state’s efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____________________________________________

Parent/Guardian Signature ________________________________________________

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