



HASTINGS HIGH SCHOOL

2017 – 2018

200 General Sieben Drive
Hastings, MN 55033
Office: 651-480-7470

www.hastings.k12.mn.us

Hastings High School Mission

One of the finest schools in our area!

Known regionally for three keys to our school:

1. Strong and varied academic offerings
2. Strong involvement in fine arts and activities
3. Strong involvement in athletics

*Positive staff – student relationships and school climate develops a safe, trusting and supportive learning environment

*Promotion of the value of service to others

This agenda belongs to:

NAME _____
PHONE _____

GRADE _____
EMAIL _____

2017 - 2018 HHS SCHOOL CALENDAR

September 5	First Day of School: 9th Grade Only
September 6	First Day of School: 10 th - 12 th
September 11	Student Picture Day, 9-11 th
September 14	Back to School Night
September 18	All Senior Class Picture
October 17	Parent-Teacher Conferences-Eve
October 18	No School: Parent-Teacher Conf. Day & Evening
October 19 & 20	No School: Teacher Assoc. Days
November 23 & 24	No School: Thanksgiving Break
December 25 – January 2	No School: Holiday Break
January 15	No School: MLK Day-Staff Development
January 24	Finals (hours 1, 3, 5, & 7)
January 25	Finals (hours 2, 4, 6 & make-up time) /End of 1st Semester
January 26	No School: Teacher Workshop
February 19	No School: President’s Day
March 1	Parent - Teacher Conferences-Eve
March 2	No School: Parent -Teacher Conf. Day & Evening
March 12-16	No School: Spring Break
March 30	No School: Good Friday
April 2	No School: Easter
May 28	No School - Memorial Day
June 1	Senior Privileges end/last day for seniors
June 6	Finals (hours 1, 3, 5, & 7)
June 7	Early Release Finals (hours 2, 4, 6 & make-up time) Last Day of School
June 8	Graduation, 7pm

RAIDER NATION

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Campus Portal (Online Student Information Access)

The Infinite Campus Parent Portal and Student Portal provides the opportunity to go online and find information about schedules, academic performance, attendance, transcripts, locker & combinations, health, etc. Every high school student will be expected to use their Student Portal account to monitor his/her progress **and** complete online registration. All teachers use Infinite Campus to regularly update students' academic progress. This is an extremely secure system and each student is only allowed to view his/her own information. There is a difference between a *Student Campus Portal* account and a *Parent Campus Portal* account. Parents/Guardians can access multiple family members via the *Parent Portal* Account. If you used the Campus Portal during the previous school year (at HHS or HMS), **you do not** need to re-register. If a student is unable to recall her/his password, s/he should click on the Forgot Password link on the login page to attempt to retrieve their password or may stop by the counseling office for password support. For parents/guardians to establish a *Parent Portal* Account, the parent/guardian should contact the main office.

CLASS SCHEDULES 2017-18

Regular Daily HHS Schedule

Period 1:	7:50 - 8:39
Period 2:	8:44 - 9:33
Period 3:	9:38 - 10:27
Period 4:	10:32 - 11:22
Period 5A	11:27 - 11:52
Period 5B	11:52 - 12:17
Period 5C	12:17 - 12:42
Period 6	12:47 - 1:36
Period 7	1:41 - 2:30

First Semester Final Schedule

Period 1 & 2	7:50 - 9:15
Period 3 & 4	9:25 - 10:50
Period 5 & 6	11:00 - 12:50
A Group	11:00 - 11:25
B Group	11:25 - 11:50
C Group	12:25 - 12:50
Period 7& Make-Up	1:00 - 2:25

***Dates: January 24 & 25**

Second Semester Final Schedule

Period 1, (June 6)	8:00 - 9:05
Period 3, (June 6)	9:15 - 10:20
Period 5, (June 6)	10:30 - 12:00
A Group: 10:30 - 10:55	
B Group: 11:00 - 11:25	
C Group 11:35 - 12:00	
Period 7, (June 6)	12:10 - 1:15
<u>Makeup/Test Prep (June 6)</u>	<u>1:25 - 2:30</u>
<i>Period 2, Day 2 (June 7)</i>	<i>7:50 - 8:55</i>
<i>Period 4, Day 2 (June 7)</i>	<i>9:00-10:05</i>
<i>Period 6, Day 2 (June 7)</i>	<i>10:10-11:15</i>

Pepfest & Coronation Schedule

Period 1	7:50 - 8:29
Period 2	8:34 - 9:13
Period 3	9:18 - 9:57
Period 4	10:02 - 10:42
Period 5A	10:47 - 11:12
Period 5B	11:12 - 11:37
Period 5C	11:37 - 12:02
Period 6	12:07 - 12:46
Period 7	12:51 - 1:30
Coronation/Pepfest	1:30- 2:30

10/6/17 & 2/22018

Two-Hour Late Start Schedule

Period 1	9:50 - 10:20
Period 2	10:24 - 10:54
Period 3	10:58 - 11:28
Period 5A	11:33 - 11:58
Period 5B	11:58 - 12:23
Period 5C	12:23 - 12:48
Period 4	12:52 - 1:22
Period 6	1:26 - 1:56
Period 7	2:00 - 2:30

Ekko Schedule

Period 1	7:50-8:37
Period 2	8:42-9:29
Period 3	9:34-10:21
Period 4	10:26-11:26
Period 5A	11:31-11:56
Period 5B	11:56-12:21
Period 5C	12:21-12:46
Period 6	12:51-1:38
Period 7	1:43-2:30

**Friday's starting
3/9/2018**

Hastings High School – STAFF

Administration

Mike Johnson	Principal	
Sue Beskau	Clerical	<u>ALC Coordinator</u>
Dee Ritter	Clerical	Todd Levos
Paul Vaith	Assistant Principal (9 th Grade)	
Josh McLay	Assistant Principal (10 th Grade & 11 th Grade A-L)	
Kris Husaby	Assistant Principal (11 th Grade M-Z & 12 th Grade)	
Julie MacDougal	Clerical	
Anita Freiermuth	Clerical	
David Bauer	Police Liaison Officer	

Counseling

Kim Hoff	Counselor: A – F
Naomi Marietta	Counselor: G – L
Drew Cooper	Counselor: M -R
Davis Gooch	Counselor: S - Z
Lynn Colvin	Career Center
Melissa Schill	School Psychologist
Jan Niederkorn	Clerical
Kris Schlander	Clerical

Nursing

Keri Cotton

Clerical/Greeter

Jeanne Kasel

Food Service

Kris Mamer- Mgr.
Nancy Alitz
Lori Balster
Tanya Blesi
Holly Bohlken
Wendy Chandler
Rose Dachel
Linda DuShane
Deb Kaiser
Sue Kisch
Cindy Pumphrey
Tammy Rud
Nancy Sieben
Tiffany Soucek
Sandy Storlie

Media Center

Linda Mork	Media Specialist
Karyn Cook	Clerical
Nick Bonneson	Computer Tech

Athletics/Activities

Trent Hanson	Athletic Director
Jackie Kranz	Clerical
Anne Blessing	Theater Director

Custodians

Jim Huberty	Lead
Patricia Ganrud	Night Lead
Jeff Rother	Maintenance
Paul Alitz	Custodial
Bob Betcher	Custodial
Dan Giles	Custodial
Ray Butler	Custodial
Bruce Kummer	Custodial
Kerry Schmitz	Custodial
Tim Schmitz	Custodial
Curtis Latch	Custodial
Ann McGrath	Custodial

AG/HORTICULTURE

John Dewall

Madilyn Wieneke
Rochelle Nielsen
Erica PetersenAdam Welch
Laura ZabelMichael Versland
Kurt Zabel**ART**Bert Casperson
Tom Weber**DASH**Dave Ripplemeyer
Gail Schumacher**MUSIC**Kathleen Hanson
Jim Jacobsen
Duane Oldham
Tatum Mahlen
Andrea Scheuzger
Luke Warren**SOCIAL**Amy Childers
Josh Colvin
Eric Ellingworth
Mike Harp
Andy Lutz
Mary Jo Myers
Bill Ruder
James Sill
Scott Smallidge**BUSINESS**Colin Anderson
Brian Schmitz**ELL**

Sandra Hisakuni

PSADennis Beck
Linda Berg (ELL)
Jill Casey
Kari Fanum
Lori Gaertner
Katie Gartzke
Ric Most
Cindy Wirth**ENGLISH**Natalie Cardell
Amber Castle
Nic Dressen
Kari Jaeger
David Russell Larson
Anthony Letourneau
Kevin Kuechenmeister
Christine Meister
Laura Newton
Ben Pieper
Dawn Sahouani
Jodi Shelhamer
Mick Willette**HH PERFORMANCE**Jeff Corkish
Pam Dombeck
Chad Feikema
Tim Haneberg
Kris Maus
Sherri Mattson
Greg Sandkamp**INDUSTRIAL TECH**David Davenport
Erik Dietz
Nathan Neuman**RAIDER STUDY**

Anne Stoneberg

SPECIAL SERVICESTheresa Ascherman
Christy Baum
Temira Butler
John Carroll
Dianne Christensen
Kia Croone
Jan Hanson
Courtney Iverson
Katie Milka
Diane Monson
Kathy Olson
Katie Richardson
Chuck Varley**FAMILY STUDIES**

Amanda Millhollin

MATHEMATICSAnne Borgmann
Tom Fritze
Megan Koerner
Patty McNamara
Paul Olson
Cynthia Oppold
Nikki Peterson
Dana Strain**SCIENCE**Michele Bartkey
Joe Beattie
Cindy Benson
Chris Beumer
Carly Hyatt
Robyn Keyport
Jason Koch
Isaac Schmidt
Ronda Taylor**TRANSITION:****STAARS**

Cami Williams

HASTINGS SCHOOL SONG

Hastings High School you are the tops,
 Blue, Gold our colors, sports our mascot
 Ore' the line and through the net,
 You'll always be our very best bet!
 Hastings High School, you're shooting high,
 V-I-C-T-O-R-Y
 Loyal, Steadfast, true to you
 Our cheers are for Hastings High.
 H-A-S-T-I-N-G-S
 Hastings! Raiders! RAH



HASTINGS HIGH SCHOOL EXCEL PROGRAM

EXCEL is a commitment to excellence and achievement. It is a joint venture between Hastings High School and the business community of Hastings. We hope to positively recognize achievement, academic improvement, and good attendance by supplying meaningful incentives to students. Ultimately, we hope to instill an attitude among students that it is acceptable and, in fact, desirable to excel. Academic excellence is our goal. Students will be issued either a GOLD CARD or BLUE CARD at semester time upon meeting the following criteria:

BLUE CARD

To be awarded the Blue Card, students must achieve one of the following:

1. A .25 GPA improvement during the previous semester grading period.
2. Perfect attendance for semester (not including school sponsored activities)
3. B or above grade average for the semester (3.0 GPA).
4. 25 hours of documented community service.

In addition, the following criteria must also be achieved:

1. No failures in coursework.
2. No Saturday School or out-of-school suspensions.
3. No Chemical Violations for one full year

GOLD CARD

To be awarded the Gold Card, students must achieve all of the following during the semester:

1. A- or above average for the semester (3.7 GPA).
2. 4 or fewer absences for the semester (not including school sponsored activities).
3. No Saturday School or out-of-school suspensions.
4. No Chemical Violations for one full year

SAMPLE BENEFITS: BLUE CARD

1. Free admission to home athletic events (hockey and playoffs excluded).
2. Discounts by area merchants.
3. Complimentary items supplied to students during assemblies (T-shirts, athletic season passes, parking passes, gift certificates, etc.).

SAMPLE BENEFITS: GOLD CARD

1. Free admission to home athletic events (hockey and playoffs excluded).
2. Discounts by area merchants.
3. Complimentary items supplied to students during assemblies (T-shirts, athletic season passes, parking passes, gift certificates, etc.).
4. One day (pre-arranged) for independent study of current course work or college visit per semester.

Excel Sponsors 2017-2018

American Legion Post 47	Applebee's
Caturia-Smidt Funeral Home	Chipotle Mexican Grill
Dairy Queen	Dakota Electric Association
Dan Rother Photography, Inc.	Dunn Bros Coffee
Eagles Aerie #2212	
5 th Avenue Color Company	Graphic Design, Inc
Hastings Area YMCA	Hastings Beauty School
Hastings Community Education	Hastings High School
Hastings YMCA	Hastings High School Store
Hastings Student Council	Hertogs Family Educational Foundation, Inc
Innovative Surfaces, Inc	Lah-Tee-Dah Boutique
KDWA 1460 AM	Lock and Damn Eatery
MDK "Home Salon"	Meloy Park Florist
Midwest Coca-Cola Bottling Co.	Onion Grill
Perkins Family Restaurant & Bakery	Rachel Marthaler Photography
Red Rock Café	
School Board Members, #200	Schoolhouse Scoop
Second Tyme Around	Shear Attraction Salon
Skoglund, Ann	Smead Manufacturing Company
Soleim, Lavonne	Special Tee's/United Promotions
SA Subway Inc. & Hastings Subway	The Spool House
Superintendent of Schools – Tim Collins	Trophies Plus
Wyatt's Twisted Americana	

Thank You for your support!

STUDENT ACTIVITIES & ORGANIZATIONS

Listed below are activities and organizations (excluding athletics) which students may want to participate in at Hastings High School. Additional organizations may be formed as students show interest. Students who have an interest in any of the listed activities should see the faculty sponsor. Any student who participates in any activity governed by the Minnesota State High School League is subject to the eligibility requirements of that organization. Students with special needs who qualify for the activity may receive accommodations to participate.

Activity

Art Club
Drama Club
Excel Program
French Honor Society (FHS)
Gay-Straight Alliance (GSA)
HORT Club
Fellowship of Christian Athletes (FCA)
Honors Program
Orchestra
Knowledge Bowl
Link Crew

Faculty Sponsor

Bert Casperson & Tom Weber
Anne Blessing & Amber Castle
Amy Childers
Erica Petersen
Laura Newton & Amber Castel
John Dewall
Andy Lutz
Naomi Marietta
Andrea Scheuzger
David Russell Larson & James Sill
Cindy Benson, Christy Baum, Laura
Newton, Naomi Marietta & Scott Smallidge

Marching Band
 Military Support Group (MSG)
 National Honor Society (NHS)
 Peer Court
 Peer Tutors
 PRISM Literary Magazine
 Raiders' Digest (Newspaper)
 Film Club
 Science Club
 Show Choir
 Spanish Club
 Spanish Honor Society (SHS)

 Student Ambassadors
 Student Council
 Technology Club
 Vocal Music
 Yearbook
 Young Democrats Club (YDC)
 Youth in Government (YIG)
 Youth Impact Council (YIC)

Emily Chandler
 Drew Cooper
 Cindy Oppold & Laura Zabel
 Drew Cooper
 Kim Hoff
 Mick Willette
 Kari Jaeger
 Dawn Sahouani
 Cindy Benson & Ronda Taylor
 Luke Warren
 Karl Jacobsen & Rochelle Nielsen
 Leslie Burgess, Karl Jacobsen &
 Madilyn Wieneke
 Davis Gooch
 Courtney Iverson
 Erik Dietz & Nathan Neumann
 Kathleen Hanson
 Ben Pieper & Tom Weber
 Nic Dressen

 Sara Lawrence & Amy Rowan

Hastings Area Public Schools Directory

Hastings, Minnesota 55033

The following Public Notice shall be published in the legal section of the official newspaper and displayed on each school's bulletin board by September 1 of each year:

NOTICE IS HEREBY GIVEN -Independent School District 200, pursuant to the Title 20, U.S. Code, Sec. 1232(g) and Minnesota Government Data Practices Act, declares the following as "directory information" as provided in said Acts. Information relating to students may be made public if said information is in any of the following categories:

1. Student's name
2. Student's date of birth
3. Student's gender
4. Dates of attendance
5. Current grade in school or last grade completed
6. Degrees& awards received
7. Weight & height of members of athletic teams
8. Participation in officially recognized sports/activities
9. Pictures for school approved publications, newspapers or cable transmissions.

Directory information does not include identifying data which references religion, race, color, social position or nationality. Any parent of a minor student enrolled in District #200, or a student enrolled in District #200 who has attained the age of eighteen, may notify the District of his/her desire that some or all of the above information is not to be released without his/her written consent by completing a Request for Non-Disclosure of Directory Information. This notification must be given to the District within thirty (30) days of the annual public notice.

SCHOOL COUNSELORS

Our Purpose

The School Counseling program provides developmental as well as proactive, preventative and remedial services. The program is a cooperative effort involving students, staff, parents and the community. Its purpose is to empower all learners to lead productive lives by assisting them in identifying and achieving educational, career, personal and social goals. We are here to help with academic issues, educational and career planning as well as personal concerns.

The Role of the School Counselor

School counselors are actively committed to helping students explore their abilities, strengths, interests and talents as these traits relate to career awareness and development.

School counselors help parents focus on ways to further the education, personal and social growth of students.

School counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves.

School counselors seek to identify and utilize community resources that can enhance and compliment comprehensive school counseling program and help students become productive members of society.

Comprehensive school counseling programs are considered an integral part of the educational process that enables all students to achieve success in school.

ACADEMIC INFORMATION

Academic Lettering Policy will be based on yearly GPA. Students would earn their letters in the ninth, tenth, eleventh and first semester of their senior year. Students have to obtain a 3.75 GPA on a 4.0 grade scale. Awards would be made in the fall of the year following qualification. Students must be in attendance at Hastings High School for at least a full semester in order to qualify for an academic letter during that year.

Advanced Placement is a testing program that enables students to gain college credit while enrolled in high school. Advanced Placement Exams will be administered during the month of May and are open to qualified students in grades 10, 11, and 12. There IS a cost to the student for taking the examination. Please see your counselor if you have questions.

Audit Policy: to audit a course means to enroll officially in a Hastings High School course for no credit. Credit will not be granted towards graduation even though students are expected to complete all the requirements for the class.

Purpose: Allowing students to audit courses enables them to enroll in a senior high course for the purpose of exploring an area of interest without concern for the course grade and how it will affect their grade point average. In other words, auditing a class can provide an enriching and challenging experience without the threat of its impact on a student's grade point average.

Procedure:

1. A student may elect to take one (1) course for audit above the minimum required course load. The minimum course load is: 12 semester credits for 9th and 10th grade; 10 semester credits for 11th and 12th grade.
2. A student who audits a class must do everything required of students who take the same course for credit. Failure to do so could result in a recommendation from the instructor and counselor to drop the student from the course.
3. If a student PASSES the course, the course title will appear on the student's transcript with the grade of NG meaning no credit. If a student FAILS the course, this will be indicted as an AUDIT FAIL on the transcript.
4. Auditing is only allowed based on space and with the consent of the instructor. Students registering to take a course for credit will have priority over students wishing to audit a course.
5. A student who is taking a course for credit may not change his/her status to an audit after the course starts. An audit must be declared before the first class meeting. Special circumstances may allow a student to elect to go to a credit status from an audit status after the course is in progress. Such a request must be made before mid-semester of each course. Any request of this type requires a recommendation by the instructor and counselor.
6. Audit forms are available in the counseling office.

Change of schedule

Each spring students register for classes for the upcoming year. At that time, students are guided by their counselor and their parents to make their course selections. Students are asked to make careful plans and thoughtful decisions as they choose courses for the following year! Students cannot add elective classes to their schedules, nor can they rearrange classes within their schedule. This policy is in place because teaching positions are based on registration. Once a student registers, course sections are cut and staffing positions are determined. A further explanation of this policy is available on our counseling website.

Class rank

Class rank is computed at the end of each semester and is based on cumulative grade point average. Class rank statistics are printed on semester report cards.

Graduation Ceremony Honors: HHS recognizes students as "Graduate with Highest Honors" for an earned cumulative grade point average of 4.0, "Graduate with High Honors" for an earned cumulative grade point average of 3.935 to 3.99. And "Graduate with Honors," for an earned cumulative grade point average of 3.867 –3.934. Students in the top 10% of the graduating class will be recognized. In order to receive these honors a student must complete all requirements for graduation by the last official day of attendance for the senior class and be a full time student for one semester. Students must also have earned the majority of their credits from HHS.

Commencement

The purpose of the commencement ceremony is to honor students who have met the requirements for graduation from Hastings High School. A non-graduate will be allowed to participate in the ceremonies with his/her class provided that the student is not more than two credits below the requirements for graduation if that student has met the remaining requirements for graduation. Additional modifications to this requirement may be decided by a student's IEP team on an individual basis. These exceptions must be approved by the principal. Participation in the commencement ceremony is a privilege, not a right. Students

must be a fulltime student for one semester in order to participate in the graduation ceremony. All students will wear the school provided blue cap and gown. After the graduation ceremony, students hand in the cap and gown and receive their official diploma; this happens either at the church for an outside graduation or in the gym. Students are able to purchase the tassel and cap for \$10.00, at that time. The only additions to the cap and gown provided are the National Honor Society stoles, Global Languages Honor Society red cords, Youth in Government red, white and blue cord and the top 10% gold honor cords.

Course Load

The minimum course load for freshmen & sophomores=12 semester credits per year. The minimum load for juniors & seniors =10 semester credits per year. Study halls and/or audit courses do not count as credit bearing courses.

Final Exam Policy

The last two days of each semester will be devoted to taking final tests. Students will have a final exam in each class at the end of first and second semester. During final exams, classes are extended to give student adequate time to complete the final. Students are expected to be in attendance at school for exams. Students are not allowed to take finals early. Students are not allowed to leave school and come back during final exams. Students must clear any outstanding obligations (fee and fines, parking fines, missing textbooks, library books, athletic clothing or equipment, cafeteria fines, etc.) Before they will be allowed to take their final exams. Obligations may be cleared by the return of the item(s) or the financial cost to replace them. Obligation lists will be posted three weeks prior to the final exams each semester – it is the student's responsibility to clear their obligations in the main office. Upon clearing up the obligations, the students will be taken off the list and teachers will be informed that the student is allowed to take their final exams. Teachers will not be allowed to give final exams to any of their students who are on the obligation list. The final schedule is posted on our website and in our calendar pages.

Grading/Credit

All courses at the high school grant credit on a semester basis. Mid-semester grades represent only a “progress report” as to how well the student is doing. The semester grade represents the teacher’s evaluation of the student for the entire semester.

Graduation & Classification

In order to be eligible for graduation, students must have completed forty-four semester credits of class work. These credits must include eight semester credits in English, eight semester credits in social studies, four semester credits in physical education and health, six semester credits in science and six semester credits in math. To be classified as a 10th grader, you must have earned 10 credits. To be classified as an 11th grader, you must have earned 20 credits and in order to be a 12th grader, you must have earned 30 credits. Additional accommodations and modifications may be made by the student’s IEP on an individual basis.

One Semester Early Graduation: Students who will complete their graduation requirements by the end of the first semester of the senior year and who wish to be considered for early graduation must contact their counselor **no later than March 1 of their junior year.** If the request is approved for further consideration by the counselor, the student’s parents will be asked to put the request in writing

to the school principal. The letter should outline the reason(s) early graduation is being requested. The principal and counselor will make a final determination on the request and notify the student and the parent.

Full Year Early Graduation: Students who would like to be considered for a full year early graduation must make application with the counselor **no later than March 1 of their sophomore year.** At the time of application the student must present a letter from his/her parents (guardians) requesting early graduation and outlining the reasons for the request. A student-parent-counselor-principal conference will be held to discuss the request. Final approval/disapproval will be made by the building principal. The following criteria must be met before approval will be granted:

1. The procedure outlined above must be followed.
2. The student and parent must present a valid reason for early graduation as approved by the school.
3. Only credits earned at Hastings High School or those approved for transfer from another high school are recognized for early graduation. Correspondence credits may not be used for early graduation.
4. The student must maintain an overall grade point average of 2.67 (B-) or higher at the end of the sophomore year and at the end of the first semester of the junior year.

Hastings Area Learning Center is an alternative opportunity for students to be successful with earning their high school diploma. The ALC offers day, afternoon and evening programming during the school year. Students have a choice to attend in a daily structured program, independent study or a combination of both. Credits are awarded upon successful completion of each class. Students will earn a Hastings High School diploma or that of their home school district when all credit requirements are completed. Contact the Hastings ALC at (651) 480-7690 for more information.

Honor Roll

The honor roll is calculated at the end of each semester. Those students whose average nine week grade is "B" or higher will be on the honor roll. The following point system is used to average grades.

A = 4.00 pts	B- = 2.67 pts	D+ = 1.33 pts
A- = 3.67 pts	C+ = 2.33 pts	D = 1.00 pts
B+ = 3.33 pts	C = 2.00 pts	D- = 0.67 pt
B = 3.00 pts	C- = 1.67 pts	F = 0.00 pts

Grade points divided by the number of subjects taken must equal at least 2.83 in order for a student to be listed on the "B" honor roll and 3.50 in order to be listed on the "A" honor roll. Grade point averages are printed on semester report cards.

Academic Effort and Attitude Honor Roll is a new honor roll developed to recognize student improvement. This two tier honors roll: "Blue" = students improved their overall GPA in all classes between one-half and one-full letter grade and "Gold" = students improved their overall GPA in all classes by at least one-full letter grade. Students must be full time HHS students in order to be calculated into our Honor Roll.

Incomplete

Incompletes will not be given without permission of the grade-level principal. Students receiving incompletes have 3 weeks from the end of the marking period to complete work, except when the teacher specifies more or less time.

Independent Study

Independent study opportunities are available to students who desire to study course work which is not offered in the regular curriculum. These opportunities are open only to those students who have shown an ability to carry out work independently. Students considering independent study are responsible for securing the voluntary cooperation of a faculty member to work with them. Please see your counselor for information about the Independent Study Program.

National Honor Society

The purpose of the National Honor Society (NHS) is to recognize and promote scholarship, service, leadership and character in American high schools. The NHS functions as an organization with individual and group service projects. In addition to quarterly meetings, members participate in activities including a fall food drive, bake sale, blood drive, a fundraiser and the annual Gillette Walk-a-thon. Each member is also expected to complete a minimum of 50 hours of volunteer service during their NHS tenure. Students eligible to apply for NHS are those juniors with a cumulative grade point average of 3.65 and above. Eligible students will receive a letter after first semester of their junior year inviting them to seek membership into the Hastings chapter of NHS. In order for eligible students to be considered for NHS membership, they will complete the NHS Student Information Form. This form calls for students to provide information regarding involvement in activities, leadership positions, and volunteer service. In addition, students will complete an essay pertaining to one of the four pillars of NHS. Students must sign the form and include a signature from a parent or guardian. No late forms will be accepted. Parents and students must understand that no student has a right to be selected for membership to NHS.

Each staff member is given a list of students who are seeking membership to NHS. Staff members are asked to address possible concerns regarding the students and their candidacy. These forms are returned to the NHS advisor who compiles the concerns and presents them to the faculty council.

The faculty council consists of 5 faculty members and the NHS advisors. The NHS advisors are non-voting members. The principal does not serve on the faculty council. The principal does have the right to review and approve the list of candidates after the selection process is complete.

The faculty council reviews the staff feedback lists and each Student Information Form. The faculty council determines membership for the National Honor Society by a majority vote of the council for each student.

Chapters are not obligated to share information concerning specific students not selected for membership into the NHS. The principal may listen to concerns from students (and /or parents) not selected. Following such discussions, if the principal believes a technical error was made, the principal may ask the faculty council to reconvene to review the situation. Technical errors might include the inadvertent omission of a name from the list of eligible students. In the absence of specific evidence to the contrary, however, the principal must assume that the members of the council are exercising their discretion in a legitimate manner.

Once students have been inducted into the NHS, there are requirements to maintain membership. Failure to maintain a 3.65 grade point average and/or complete the required number of service hours will result in the student being placed on probation or considered for dismissal from NHS. Violations of school rules or the law do not require a warning/probationary period and members may be considered for dismissal from NHS. Students do have a right to due process

through the faculty council. The faculty council will review all possible violations and make recommendations for appropriate disciplinary action which can include dismissal. The principal will hear all appeals for disciplinary matters for the chapter. Seniors failing to meet requirements or who have been dismissed from NHS do not wear the white stole during the commencement ceremony or have a diploma embellished with the NHS seal.

This chapter policy was reviewed by the National Association of Secondary School Principals, National Honor Society program division, in May of 2016.

Plagiarism Policy

Plagiarism: is to take and use as one's own thoughts, writings, etc., of another; take and use (a passage, plot, etc.) from the work of another writer and represent it as one's own.

Penalties for plagiarism: first violation- failure of the assignment, grade-level principal meeting and the second violation – removal from class with a failing grade; which could occur any time during the student's enrollment at HHS.

Unintentional plagiarism is still plagiarism so be careful and know the rules.

Plagiarism means writing facts, quotations, or opinions that you got from someone else or from books, articles, movies, television, tapes, speeches or the internet without identifying your source.

To Avoid Plagiarism:

- When in doubt, always give credit for a fact, quotation, or opinion taken from a book or other source. This is true even when you use your own wording.
- When you use a writer's wording – even a phrase – always put quotation marks around the writer's exact words.
- Write with your books closed. Do not write with a book or magazine open next to you. Don't go back and forth taking ideas from a source and writing your paper.
- Don't let your sources take over the essay. Tell what you know well in your own style, stressing what you find most important.
- Never use someone else's work, in whole or in part, as your own.
- Never let someone else use your work, in whole or in part, as his/her own.

*Students will sign a plagiarism contract at the beginning of the school year.

Student Cheating During Exam Policy

During examinations there are responsibilities which are held by both the students and the teacher. The student has an ethical responsibility to do his/her own work during an examination, and to make no attempt to gain improper information for him/her or to give information to others.

The following procedure is to be followed in the event that a student cheats or is suspected of cheating on an examination. (This is in effect whenever anyone in the classroom is taking an exam).

1. If the student has unquestionably aided himself or another through his actions – the student will receive a failing grade for that examination.
2. If there is a suspicion that a student has aided himself or others, the exam will be picked up immediately and arrangements made for the student to retake another examination over the same material. Failure to keep this arrangement by the student will result in a failing for the exam.

3. If a student or parent challenges action of the teacher in following this policy, they may appeal the issue to the grade-level principal.

Post-Secondary Educations Options:

The Post-Secondary Enrollment Act was signed into law in 1985. It allows high school students (grades 11 and 12) to attend college or technical college either full or part time at no cost to the student. The Act has a dual purpose (1) to provide rigorous educational pursuits, and (2) to provide a wide variety of options for students. To qualify for this program; seniors must be in the top half of their class and juniors must be in the top third of their class. Any 11th or 12th grade public school student may enroll in courses at an eligible post-secondary institution if they meet admission criteria. Admission to the program is determined by the participating institutions which include the University of Minnesota system, state universities, community colleges, technical colleges and some private schools. Tuition and books are paid for by the state and books should be returned to the college at the end of each term. Interested students should check with their counselors for more details about this program. Students considering the post-secondary option should be aware of the following two items: 1. Graduation: In order to receive a diploma or honored academic class rank, students must successfully complete all credits for graduation. 2. Final Class Rank: Class rank which includes eligibility for the top 10%, valedictorian and salutatorian, will be calculated at the conclusion of the senior year. The academic ranking will include all grades earned in high school and grades earned in college courses under the post-secondary enrollment plan. Exceptions will be made for college courses in progress at the date of graduation. Grades from courses in progress will be recorded as a NG (No Grade) credit on the high school transcript, but cannot be included in the final ranking. Students that are registered for a class at HHS are eligible to access computers and resources during the school day.

Report Cards:

Grade reports are posted to Infinite Campus after all eight grading periods.

Top Ten Eligibility

In order for a student to be considered for the Top Ten Board, they must earn at least the minimum of credits required each year (in addition to qualifying based on GPA). Freshman qualifies by earning at least 6 credits each semester, at the beginning of the sophomore year, a student must have 12 credits & must earn at least 12 credits during their sophomore year. At the beginning of the junior year, a student must have at least 24 credits and must earn at least 10 credits during their junior year. Senior year, a student must have at least 34 credits and must earn at least 10 credits their senior year. A student must earn the majority of their credits in our building to qualify for rank and top ten. A student may earn a Hastings High School diploma by transferring courses in from accredited correspondence schools, but cannot be considered for top ten honors if they have not been attending HHS full-time. (Students enrolled in DCTC or PSEO are considered to be regular full-time students) Previous adopted policies included with home school guidelines also state: a student earning more than 12 credits in a non-accredited school cannot be included in class rank upon entering HHS. A student must be enrolled in HHS for a minimum of 1 semester of their senior year in order to participate in the graduation ceremony. Modification: students transferring in credits from accredited correspondence or other schools may be considered for a HHS diploma even if they are not currently attending HHS. They

must meet all requirements for graduation and will not be included in rank or eligible for academic honors.

Withdrawal/removal from a class

Student option to withdraw: Once a student has enrolled in a course, he or she may withdraw from the class only with the recommendation of the counselor and permission of the parents. The deadline for withdrawing from a class without penalty is six weeks from the first day of the semester; students who withdraw after this time will receive a failing grade for the entire course. A student who withdraws from a class will be placed in a study hall.

Attendance removal: Students removed from a class for poor attendance will receive a failing grade and will lose credit.

Disciplinary removal: Students removed for disciplinary reasons will receive a failing grade and will lose credit.

STUDENT GUIDELINES

Students are to conduct themselves in a mature and respectful manner at all times, whether they are in the classroom, hallways or at school sponsored activities. Respect for other people and property should be the basis for all behavior.

Absences

Acceptable excuses for absence are illness of the student, serious illness or death in the family, and other extenuating circumstances as approved by the principal. *Students will not be excused from school to view athletic events on TV, or to leave the school to eat lunch.* Parents should not ask to have students excused for driver's ed. (behind the wheel), haircuts, shopping, tanning, baby-sitting or work. Dental, medical and mental health appointments should be scheduled during non-school time whenever possible. Students cannot miss an academic class (credit bearing class) for doing homework or for work; those are two examples of unexcused absences and would result in a consequence.

All appointments need to be verified in writing on an official form from the doctor/dentist/ortho./etc. upon return to school. Students will bring that written verification to the student office when they sign back into school later that day or the following morning at the attendance office. Appointments that are not verified in writing will be treated as an unexcused absence (truancy).

Procedures to follow when an absence is necessary:

1. Parents are asked to phone the senior high at 480-7477 in the morning.
2. The school will contact parents who have not called to report an absence.
3. Students can bring in a note if the parent cannot be reached via phone.
4. Students who know in advance that they will be absent for 3 or more days are to pick up a pre-authorized absence slip in the office. This slip is to be signed by parents and initialed by teachers prior to leaving.

It is the school district policy that in order for a student to participate in extra and co-curricular activities (sports, clubs, fine arts events, practices) outside of the school day, the student MUST be in school at least half of the school day.

Tardy

Students who arrive late to school, regardless of the time or period, are to go directly to the office and sign in. They will be issued a tardy slip and sent to class. Parents will be asked to verify by note or phone whether or not tardiness is excused after 8:05 A.M. Chronic and unexcused tardiness may result in one or more of the following actions being taken: assignment of detention, notification of

parents, request for a parent conference, assignment to Saturday School, or suspension from school. * Tardiness to class during the school day will be handled by the classroom teacher.

Age Status

All students, regardless of age, are expected to follow the rules and regulations of Hastings High School. Absences, excuses from school, and all disciplinary matters will be handled through the parents by the grade-level principal. This includes students who are 18 years of age or older.

Announcements

Daily announcements will be available on our website by 10 am each day. Daily announcements will be posted each day on the cork strips around the building. All announcements must be pre-approved by a Principal and/or emailed directly using our announcement tag on our website by 8:30 am on the day of the announcement. The posting of announcements/flyers must be pre-approved by a Principal, stamped and posted on the cork strips located throughout the building.

Alcohol and Drug Use

Students who are in attendance at school or at school activities while under the influence of drugs/alcohol or in possession of drugs/alcohol will be suspended out-of-school and reinstated, when appropriate, must be made via a student parent-principal conference. The police liaison officer and the athletic director will be notified of any alcohol or drug related offense. Students involved in chemical use may be required to meet with a counselor prior to reinstatement to school. The District will follow the state and federal law with regard to disciplinary consequences for Alcohol and Drug use, possession, sale or transfer.

*Any student who must take a prescription drug is to leave the drug with the school nurse.

Attendance

HHS places great emphasis on regular attendance because it is absolutely necessary for satisfactory progress in school. It is the responsibility of the student and the parent to see that the student attends school each day. When a student has eight or more absences (non-school related) from a class in a semester, they will be referred to their grade level principal where they may be placed on an attendance contract, assigned to academic detention, and/or attend a meeting. Truancy will be filed pursuant to state law. In order to fully participate in athletic practice or competition, student-athletes must (1) be present for at least 50% of the school day, 4 class periods, in order to be eligible to participate on that given day (2) have no unexcused absences during the school day to be eligible on that given day (3) be present in school on time for 1st hour the day following a game/competition, in order to be eligible for the practice/game on that given day (or have a medical appointment verification, or permission from the Athletic Director).

Attendance at School Activities & Dances (Including Prom)

Attendance at "student only" activities is limited to students at Hastings High School in good standing. Current 11th and 12th graders attending our prom may bring a guest from outside of our community. In order to bring a non-Hastings High School student to Prom, a verification form must be submitted, picture identification & approved by a Principal.

Authority of Staff Members

Members of the staff (principals, teachers, aides, secretaries, custodians, cooks and/or a designee) are in authority during school and at school activities. Staff

members have every right to request the name of a student or to ask a student to accompany him/her to the office. Students who are insubordinate to staff or who “hassle” staff members in these situations will be disciplined accordingly. Students who abuse teachers are subject to immediate removal from class with loss of credit. . The District’s policies regarding harassment and discrimination will be followed. The policies are available at the District office or the High School office.

Bullying Prohibition Policy 514

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.

GENERAL STATEMENT OF POLICY

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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 that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

The misuse of technology; including: but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are 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 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, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district’s policies and procedures. The school district may take into account the following factors:
 1. The developmental and maturity levels of the parties involved;
 2. The levels of harm, 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 positive behavioral interventions up to and including suspension and/or expulsion. 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 and/or termination of services and/or contracts.

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

Definitions

A. **Bullying** means any 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. 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 function, on school transportation, on school computer, 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" (entire language found under Bullying 514 policy) D. "Intimidating, threatening, abusive, or harming conduct" (entire language found under Bullying 514 policy) E. "On school premises, on school district property, at school function or activities or on school transportation" (entire language found under Bullying 514 policy) 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.

Reporting Procedure

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official

designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited. B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent. (Entire language found under Bullying 514 policy) 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 receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal 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 in a timely manner may be subject to disciplinary action. E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or 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.

School District Action:

A. Within three days of the receipt of a complaint or report of bullying 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 official may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of 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. (Entire language found under Bullying 514 policy)

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 retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment. **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.

Legal References: Minn Stat. § 120.B.232, 121A.03, 121A.0695, 121A.40-121A.56, 121A.69
Cross References: MSBA/MASA Model Policy 403, 413, 414, 415, 423, 501, 506, 507, 515, 521, 522, 525, 526, 529, 709, 711, 712
Revised: June 2014
Independent School District 200

Bus Conduct

Bus transportation is provided for the purpose of bringing students to and from school and school-sponsored events. The school district has established rules so students may be furnished with transportation that is safe and efficient. Drivers have been charged with the responsibility for operating their buses according to the rules. Students are expected to obey the following:

1. Students shall ride only on their designated bus routes.
2. In order to remain visible to the driver, students must always stay at least ten (10) feet away from the front, sides and rear of the bus prior to loading and after unloading from the bus.
3. Students should be at the bus stop before the bus arrives, forming a single line, remaining there until the bus stops and the door is opened. Students must not stand in the main roadway while waiting and will respect the property adjacent to the bus stop.
4. Students will cross the road only after checking for traffic and seeing the bus driver's hand signal to cross.
5. Students must follow the driver's instructions relative to seating arrangements. Students will remain seated at all times when the bus is in motion.
6. Carry-on items must fit safely on the students' laps. No animals are allowed on the bus. Aisles and emergency exits must be kept clear of all obstructions. Students must keep hands, arms, and heads inside the bus at all times.
7. Students shall not litter the bus with food or debris.
8. In emergency situations, students will follow the bus driver's instructions.
9. The bus driver is in complete charge of student conduct on the bus with the exception of a school activity/trip when the supervisor is in charge.
10. Misconduct will not be allowed to interfere with the efficient and safe operation of school buses.
11. Damages to a bus will be paid for by the student(s) involved. Should vandalism be proven, the police may be notified.
12. Specific expected bus behaviors will be posted on the school bus.
13. All bus riders should

be at their bus stop 5 minutes prior to scheduled pick up time.

Consequences for violating school bus rules:

Students choosing to violate the established bus rules will receive consequences relative to the severity and frequency of the offense. 1. Bus drivers will issue verbal warnings and may designate a seat assignment for a first offense to students choosing to violate the established bus rules. 2. For a second offense, the bus company will report to the principal and to the parents of the student the nature of his/her offense; the principal will then meet with the student with the results of the conference reported by the principal to the bus company and to the parents. 3. For a third offense, the bus company will report to the principal and to the parents of the student the nature of his/her offense, the principal will meet with the student and his/her parents, and student's bus riding privileges may be suspended for up to five (5) days. A principal-parent conference will be held prior to a resumption of a student's bus riding privileges. 4. Severe or chronic disruptions will result in automatic suspension of bus riding privileges for a minimum of five school days. Disruptive behaviors may include but shall not be limited to the following acts: A. Use of tobacco, alcohol, drugs, fighting or spitting. B. Starting of fires or use of fireworks on the school bus. C. Damage or vandalism to the school bus. D. Threat or harm to the bus driver or to other students. E. Defying the bus driver. Based on the severity of the offense, the building principal may, at his/her discretion, suspend bus riding privileges for an additional length of time. The proper legal authorities will also be notified in appropriate cases, as well as any other jurisdiction or authorities as identified by Minnesota statutes. A copy of school bus safety rules will be provided to each family at the beginning of the school year or when a child enrolls. Parents and guardians are asked to review the bus safety rules with their students.

Cell Phones

Cell phones/digital devices will be allowed in classrooms during the school day under the supervision of the teachers for educational purposes only. Students will be allowed to use cell phones, iPods and personal/digital devices in the cluster areas, hallways and the commons during the school day. Unauthorized use of cell phones/digital devices will be dealt with according to school policy as stated in the student handbook. Cell phones/digital devices can disrupt the classroom, students have used cell phones/digital devices to cheat; cameras have been used inappropriately and unethically. In addition, graphic language and explicit content is completely unacceptable on student devices. Students who cannot handle having his/her cell phone at school due to disruptions, distraction or inappropriate use will have a consequence with grade level principal.

Change of Address

Please notify the principal's office immediately of any change of address or telephone number.

Computer/Technology Acceptable Use Guidelines

- Students will be informed regarding the proper use of computer/technology resources at Hastings High School. Students should not consider their computer or technology use to be private – the use of school district resources is allowed for

educational purposes and the School District may search computer or other technology resources at any time when there is reasonable suspicion of violation of school rules or state or federal law or in the event of immediate safety need.

- Student access to computer/technology resources during the school day must be to meet a specific assignment and follow the curriculum guidelines set by the instructor and the school district.
- Student access to computer/technology resources will be supervised by staff.
- Students will not be allowed to play games unless for instructional purposes and under the **direct supervision of staff**.
- Students are not allowed to connect personal laptops or other electronic devices to our network. Students will use the guest access when using wireless personal devices on our network. Students and staff will be expected to follow the ISD 200 Acceptable Use Policy. **The full ISD Acceptable Use Policy is posted on the District 200 web site and is also available in the high school office and media center. A summary is provided in this handbook.** *Students will receive an Acceptable Use Agreement document for student, parent/guardian, and staff signatures at the beginning of the school year or when registering as a new student. Consequences for Violation of Acceptable Use Policy and Guidelines may result in the following:
 - A. Suspension or cancellation of access privileges;
 - B. Request that offender pay for damages and/or repairs;
 - C. Suspension, expulsion, or exclusion from school attendance;
 - D. Civil or criminal liability under applicable laws or statutes.

Computer/Technology Acceptable Use Policy Summary

BOLD (Bring Your Own Learning Device) Acceptable / Responsible Use

Hastings Public Schools will provide high school students with access to the Hastings Guest Wireless Network and the option of bringing in a personal device as a means to enhance learning. These devices include, but are not limited to, any wireless network capable device such as a laptop, netbook, tablet (iPad and other), iPod Touch, e-reader, or smartphone. Students and parents/guardians should be advised that there may be educational limitations with some of these devices. For example, while a tablet or smartphone will provide students with the ability to **access Internet content**, students may be limited in what they are able to produce. A laptop or netbook may provide a student with greater ability to **create content**. In addition, student-owned devices will not have access to networked printers or to documents saved on network servers. Students should limit the number of personal devices to one. Note that student-owned devices are **not required** for a student to be educationally successful in the Hastings Public Schools. Students will have access to the tools that they need for classroom projects within the school setting. Studies show, however, that depending upon the activity, many students prefer to use their own devices. Students are not to connect devices to the network using an Ethernet cable plugged into a wall but will gain Internet access wirelessly through our school's Guest Network. **General Usage** Hastings Public Schools provides the opportunity for high school students to bring a personal device to school. Use of these devices will be at **teacher discretion** as an educational tool, in accordance with ISD 200 Acceptable Use Policy. Student use of a personal device must support the instructional activities currently occurring in a classroom setting. Please note that computer labs may be considered classroom space for this initiative, but cluster/pod computer areas are not. Students must obtain teacher permission

before using a personal device during classroom instruction. Students must comply when asked by a teacher or other staff member to put away a personal device. Students should be aware that their use of a device could cause distraction for others in the classroom, especially with regard to video and audio. Therefore, audio should be muted, or headphones used. Device ringers and other notification sounds must be muted during the school day. Listening to audio and/or listening and viewing video content during the school day should be for educational purpose only.

Restricted Use Students should not use the camera/video feature on their devices unless part of a learning activity and under the direct supervision of a classroom teacher. **Under no circumstances, should a person be photographed or recorded without their permission. Note that any photo or video, even if part of classroom instruction, should not be posted to a website or shared with others without following district guidelines.** (Refer to ISD 200 Web Page Guidelines and Web Publishing Permission.)

Restricted Areas Personal devices are **never** to be used in bathrooms and locker room areas. Personal devices may not be used while serving detention or Saturday school. **Consequences** Students in violation of this policy are subject to the disciplinary consequences as outlined in the Hastings High School Student Handbook and Hastings School District Board Policy. **Student Responsibility and Security Risks** Personal digital devices are especially vulnerable to loss and theft. Hastings Public School does not accept responsibility for personal property brought to the school by students. This includes personal digital devices. Students who choose to bring a device to school assume total responsibility for their devices. Devices that are damaged or stolen are the responsibility of the student (and their parents or guardians). Students should take reasonable steps to protect against damage or theft of their devices and should not leave them unattended. If a device is found unattended, it will be picked up and turned in to the Student Office. High school students should not leave devices left in view in an unattended vehicle. Students should expect minimal technical support in the use of their personal devices beyond the authentication process.

Computer Labs and Resource Areas The computer labs and resource areas should reflect a quiet and orderly school environment. Students are expected to follow the guidelines for computer/technology use set forth by the high school and the school district. Students will be made aware of acceptable standards of behavior. Student behavior is the joint responsibility of supervising staff and students. NO food, drink, or gum will be allowed in any labs or resource areas. Any malicious acts will result in loss of computer/technology privileges. Fines may be assessed if equipment is damaged and must be repaired.-The computer resource areas were designed to reflect an extension of the academic classroom. In order to promote this philosophy and consistency throughout the clusters, it is important that students adhere to the following: When using a computer in a resource area, you must receive authorization from a supervising teacher in that resource area. **This includes before & after school.** Study hall students who wish to use a computer to work on an assignment during study hall must obtain a resource area computer pass from the teacher initiating the assignment. This pass must be obtained prior to the beginning of the study hall hour and then presented to the study hall teacher before using a resource area computer. Upon completion of your assignment or task, be sure to log off, clean your area and return to study hall before the end of the hour. All other district and high school policies and guidelines apply to resource areas. Media Center computers are available for student to use before school from 7:15 – 7:45 and after school from 2:30 – 3:30. Game playing is not allowed.

Dangerous, Illegal, Nuisance and Offensive Items

Any items which are illegal or which would be considered dangerous or a nuisance are prohibited at school, school activities, or on school buses. Examples of such items are: explosive devices or fireworks of any type, weapons of any kind, drugs or alcohol, water pistols and offensive materials. (see also Offensive Behavior and Non-Discrimination Policies). Such articles will be confiscated and disciplinary action will result. In the case of illegal items, the police may be notified. (See Weapons Policy.) School District policies are available in the District office/High School Office.

Detention

Students may be required by any school official (teacher or principal) to make-up time after school. Detention may be assigned for unexcused absence, excessive tardiness, or failure to follow school rules and regulations. Students who do not report for detention assigned by a teacher will be referred to the grade-level principal. Detention is held in B312 from 2:40-3:25 p.m. Monday's, Tuesday's, and Thursday's.

Dress Code

Students are to use common sense and good taste concerning their dress. State health regulations require footwear (shoes, boots, or sandals) be worn at all times. Any clothing which causes a disruption to the normal learning process or which constitutes a health or safety hazard will not be permitted. Some examples of restricted clothing and accessories are listed below: This is not an exhaustive list.

1. Clothing and accessories with sexual (direct or implied) messages, profanity, tobacco-drug-alcohol messages, and clothing which put down persons based on their gender, sexual orientation, race, creed, religion, disability or other protected class are not permitted.

2. Clothing must cover the midriff.

3. No undergarments displayed or visible.

Students whose dress is deemed inappropriate by school officials will be required to change immediately. Any special "dress up" days must have prior approval of the administration. It is understood that many types of clothing are appropriate for events outside of school, but not for school itself. *We will provide an atmosphere that promotes common sense and a good learning environment.* Some specific school activities approved by the administration will be exempt from this

Field Trip

School transportation is provided for school sponsored field trips. Students are not permitted to drive themselves or ride with others to field trips Any student not riding the school transportation will receive a score of a ZERO and will be subject to school discipline. This includes transportation both to and from the designated area.

Fighting (aggressive physical contact between two or more individuals) is not an acceptable means of settling differences. Participants in fights face out-of-school suspension or expulsion. Serious or repeated fights will result in contacting of law enforcement authorities. (See Discipline Policy)

Food and Beverages

All food and beverages, with the exception of water are restricted to the commons area. Students may purchase pop/juice in the commons during lunch and after school. Pop/juice/coffee drinks must be consumed in the commons area. No pop/juice/coffee drinks are to leave the commons area. Water may be purchased in the commons area at any time during the day. The delivery of food for

student(s) is not allowed. **Gum is not allowed anywhere in the building.** Students who require accommodations for food or beverage needs should discuss these with their 504 or IEP case manager or the school nurse.

Gambling:

No gambling during school hours (7:50 - 2:30). Gambling includes card playing of any variety, dice, sports betting; online gaming of any type is tolerated at HHS. This can distract the students from the academic process and will not be allowed.

HARASSMENT AND VIOLENCE POLICY

1. Everyone at District 200 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. 2. A harasser may be a student or any adult. Harassment may include the following when related to religion, race, sex or gender. a. name calling, jokes or rumors; b. pulling on clothing; c. graffiti d. notes or cartoons; e. unwelcome touching of a person or clothing; f. offensive or graphic posters or book covers; or g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad. 3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer Deanne Werner. 4. You may also make a written report. It should be given to a teacher, counselor, the principal or Human Rights. 5. Your right to privacy will be respected. 6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report. 7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported. 8. This is a summary of the School District policy against harassment and violence. Complete policies are available in each of the school offices and the Administration Office upon request.

HAZING PROHIBITION

Purpose

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

General Statement of Policy

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

Definitions

A. "Hazing" means committing an act whether on or off school district property or during or after school hours against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for

the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body. 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations. B. "Student" organization means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, and team activities or particular school events. A student organization does not have to be an official organization to come within the terms of this definition.

Reporting Procedures

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or the superintendent. C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

School District Action

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing. C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

Reprisal

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

Dissemination of Policy

This policy shall appear in each school's student handbook and each school's Building and Staff handbooks:

Legal Reference:

Minn. Stat. § 121.A40-121.A56

Cross Reference:

MSBA/MASA Policy 403, 413, 506, 525.

Adopted: November 4, 1997

Independent School District 200

Health Services

The mission of Hastings Schools Health Services is to promote student health for student success. The Health Office provides medical care for students who become ill or injured during the school day, need medications or treatments, or have other health needs.

Is My Child Well Enough to go to School?

Families are frequently concerned about when to keep students home due to illness. Some general guidelines follow:

- Fever of 100 degrees or more
Stay home for 24 hours after temperature returns to normal
- Vomiting or diarrhea
Stay home for 24 hours after last episode
- Undiagnosed rash

Reporting student absence due to illness or injury.

If your student is staying home from school ill, call the school attendance line at 651-480-7477 daily to report the reason for absence. The Minnesota Department of Health often asks for our assistance with tracking illnesses, therefore when calling in an absence please be specific regarding symptoms or diagnosis.

Illness or Injury at School

In the event of an injury at school, first aid will be provided and parent/guardian/emergency contact will be notified if child needs to be taken home. School Health staff will assist students with contacting parent/guardian/emergency contacts. Please help us by making sure all contact phone numbers are current!

Chronic & Potentially Life-Threatening Conditions

If your student is diagnosed with a chronic health condition (diabetes, asthma, seizures, heart conditions, or allergies), please provide the health office with updated information at the beginning of each school year. It is very helpful for parents to share a copy of the Action Plan that their student's health care provider has developed for their use at home. Updated Action Plans help us

provide the best possible care for your student. Student's health information is shared confidentially with school and bus personnel on an "as needed" basis.

Immunizations

The Minnesota School Immunization Law outlines which immunizations are mandated for students to have in order to attend school in Minnesota. Hastings Schools has a **No Shots/No School Policy**. Students must have dates of required immunizations or a notarized exemption form on file with the School Health Office in order to attend school.

Medications

ALL MEDICATIONS are to be dispensed by the School Health office. Written authorization and original bottles (pharmacy labeled for prescription medications) are required BEFORE any medications may be given at school. Medication forms and policy are available from the Health Office and on the District Website. Only FDA approved medications will be dispensed.

- Prescription medications require health care provider and parent written permission.
- Nonprescription medications require parent written permission.
- Medication authorizations are required annually.

Students who share or sell medication will be dealt with under the District Discipline Policy.

Vision/Hearing Screening

Vision and hearing screening is conducted on students newly enrolled in Hastings Schools or upon parent/student/staff request.

Illegal Acts

Any student(s) engaged in actions which are illegal under local, state, or federal law (e.g. with fire alarms or extinguishers, theft, etc.,) will be referred to the proper law enforcement authorities. In addition, school disciplinary action will be taken.

Leaving the school during the school day

1. In-building passes are used during regular school hours. Students are not to be in the hallways, except during passing period, without a pass.
2. Out-of-building passes will be issued by the student office and students must sign out before they leave school during the school day. Parents may phone the school or send a note in order to request that a student be excused from school during the school day. All requests for out-of-building passes should be made **before school**. Violators will be considered to be truant and will be disciplined accordingly.

Length of school day

All students enrolled at the senior high school must attend the full length of the school day. Only students who are on a supervised cooperative education work program are eligible for early release from school. Accommodations or modifications to the school day otherwise must be made by the student's 504 or IEP team.

Lockers

Each student is assigned an individual locker for his/her use. Lockers (and locker combinations) are not to be shared with other students. Only those items relating to the student's educational program and activities are to be kept in the locker. The School District owns the lockers and school officials retain control of lockers and will inspect them periodically to insure the health and safety of the student

body. Lockers are to be completely cleaned out prior to the last day of school. Items left in lockers after that time will be discarded or given donated. Students are responsible for the care of their lockers. The school cannot be responsible for personal property kept in lockers.

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND

PERSON: The purpose of this policy is to provide a safe and healthful educational environment by enforcing the school district's policies against contraband.

General Statement of Policy

A. Pursuant to Minnesota statutes, 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 student. Inspection of the interior of lockers may be conducted by the school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an on-going investigation by police or school officials.

B. The policy above for school lockers also applies equally to student's desks or personal possessions as defined herein.

C. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It is a violation for students to carry contraband on their person or in their personal possessions.

Definitions:

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" include but is not limited to purses, backpacks, book bags, packages and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law.

Reasonable suspicion may be based on a school officials' personal observation, a report from a student or staff member, a student's suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, and the age of the student.

Procedures:

A. School officials may inspect lockers and desks at any time they believe inspection would be in the best interest of the school, the staff, or the student body. Student lockers, desks and personal possessions may be randomly searched throughout the school year without notice, without student consent and without a search warrant.

B. A school official conducting a search will have a second official present as an observer at all times except during an emergency situation.

C. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.

D. As soon as practicable after a search pursuant to policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

E. A search of a person shall be conducted in privacy by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search.

F. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to student when the student is given use of a locker.

Directive & Guidelines

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of adhesive tape in lockers, standards of cleanliness and care, and posters which may constitute harassment, etc.

Search of contraband:

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

Violations:

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school districts

Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

Lost and Found

A lost and found area is kept near the student entrance. Students are asked to turn in any items which are found and belong to someone else. Items other than clothing (cell phones, keys, jewelry, glasses, wallets, backpacks) should be turned in at the Student Office. At the end of each quarter, unclaimed belongings will be donated to the Hastings Family Service.

Lunchroom

Each student will be assigned to one of three lunch periods. Students are expected to observe the following:

1. Arrive at the lunchroom promptly after being dismissed from class (take less than 5 minutes to get to the lunchroom).
2. No food, juice or milk can be taken from the lunchroom area.
3. Students may not leave the cafeteria to go to their lockers during lunch time.
4. Students must behave properly and respect the authority of the supervisors at all times. Students whose behavior is unacceptable will be disciplined which could include the loss of the privilege to eat in the lunchroom and/or serving lunch clean-up.
5. Students should only be in the lunchroom during their assigned lunch period.
6. Students are not allowed to order and have food delivered to HHS.

***New guidelines:** 1) students must select as least ½ cup of the fruits or the vegetable components daily for a meal to be considered reimbursable. You may be given a fruit at the register if you fail to have the required components on your tray to make a reimbursable meal. Prices include: 1) Breakfast \$1.30, 2) Lunch

\$2.90 3) Milk \$.50 for students. Those who qualify for free lunch need to submit the proper paperwork by September 15 to the District Office, each year. 2) Student will not be allowed a student lunch without proper funds. No student will be able to “charge” a meal.

Make-up Work

Make-up work is the responsibility of the student. Students who have been excused absent are allowed two days to make up work they have missed. In the case of a prolonged illness or absence, students can have up to one week or teachers may extend this time limit at their discretion. Any long term assignment or test which the student had been aware of prior to the absence will be due on the date of return to class. In many instances, teachers may expect students to spend appropriate amounts of time after school in order to make up work that is missed. During an extended illness, students or parents should email his/her teachers to stay connected with course work and missing work. If the students absent is unexcused the student forfeits the work missed and will get a zero.

Media Center

The mission of the Hastings High School Media Program is to *ensure that students develop lifelong information and reading skills and the attitudes necessary to become self-reliant learners.*

The HHS Media Center is open from 7:00 until 3:30 on school days. The media center staff welcomes students and staff to utilize its resources to think (research), create (projects), share (collaborate), and grow (pursue personal interests). The media center is staffed by a licensed media specialist and a media secretarial assistant who are available to assist students and staff in meeting their information, research and recreational reading needs.

The media center contains a 16,000+ volume collection of books and periodicals. Most materials are catalogued in the online catalog which is searchable on twelve student search station computers as well as any networked or Wi-Fi enabled computer or handheld device. Books, including e-books, are checked out for a three-week period with one renewal period permitted. Overdue notices are periodically sent to classroom teachers for distribution to students. Fines are not charged for overdue materials, but fees are collected for lost or damaged materials. Items may be placed on reserve. Students have access to many online resources including subject-specific databases. A thirty station research lab and a small group multimedia production lab are also available for student and staff use. Electronic passes are issued by the media center staff each school day from 7:15 – 7:50. Teachers may also issue passes to the media center when they have assigned specific work that requires media center and/or online research. (Study hall teachers may not issue media center passes.) If a student must leave during the class period for any reason, permission from staff must be obtained. Food and beverages (other than water) are not allowed in the media center.

Mood-Altering Chemical Policy

The Minnesota State High School League and the Hastings School District define mod-alternating chemicals as: Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or (3) use or consume, have in possession, buy, sell, or give away any other controlled substances or drug paraphernalia. In the HHS philosophy we believe students’ emotional, social and personal needs are important along with the

development of discipline and self-esteem. We, as educators, do not tolerate the use/abuse or possession of mood altering chemicals (including steroids) by students as it may interfere with the learning process of students and it may jeopardize students' personal safety and may be illegal. Grounds for exclusion or expulsion would include: evidence of intoxication, possession, distribution, exchange or use of tobacco, narcotics, unauthorized drugs or alcohol as well as any other chemical substances used for their mood altering effects in school buildings, school vehicles, or on school grounds or at school sponsored events. These rules apply during and after school hours and include school events that take place away from school property (e.g. field trips, athletics events, etc.) Students, regardless of age, may NOT possess, consume or be under the influence of alcohol and/or unauthorized drugs.

We also believe the school should encourage students to adopt healthy lifestyles, develop leadership skills and create a sense of belonging in our school. We aim to support positive decision making and a chemical-free lifestyle (no use, consumption or possession of mood-altering chemicals) by promoting students, leadership opportunities and recognition. Hastings High School will seek to recognize and promote those students that commit to a chemical-free lifestyle. The goal of this policy is to promote and recognize students who make positive decisions within the letter of the rules. Our student leadership should model and represent the best in decision-making and responsibility.

1. Comprehensive School Leadership: to promote and recognize HHS student role models who are committed to a chemical-free lifestyle. Each Violation: Loss of leadership opportunities for one calendar year. Examples include, but not limited to; Student Council, Link Crew, Honor Societies, Homecoming, Snow Week, Peer Helpers, Commencement Speaking, School plays, Show Choir. Students may remain in activities and athletics as a participant, but may not serve in a leadership position.

2. Violation Consequences: to promote and provide opportunities for HHS athletes and participants who are committed to a chemical-free lifestyle.

1st Violation: 25% of games/contests/events

2nd Violation: 50% of games/contests/events

3rd Violation: 100% of games/contests/events

*Game/contests would carry over. Percentage consequences equalize the effect of penalties across all activities, regardless of the time of year the violation occurs. Consequences are not to fall below current MSHL guidelines.

Parental Permission Forms

If a student will be participating in a school sponsored activity which is held some place other than at Hastings High School, a permission slip signed by a parent or guardian will be required.

Safe Staff

The Safe Staff members in our school are staff members who have voluntarily attended training sessions to learn more about GLBT issues. They display Safe Zone stickers, pink triangles, and/or rainbows to let gay, lesbian, bisexual or transgender youth know that they are available to help. Safe Staff have been identified as understanding, supportive and trustworthy adults who are willing to listen and offer advice to students who seek support with issues of sexual orientation, harassment, and safety.

Safety Procedures

The safety of all students and staff at the senior high school is a primary concern.

Please treat safety drills with seriousness and remember that they take precedence over all other activities.

Civil Defense

Procedures will be used in the case of an impending disaster such as a violent storm. Within the school building an announcement over the intercom will be made to sound the alert. Civil Defense procedures are posted in each classroom. In a disaster situation, students will be asked to move to lower inside hallway areas.

Fire Drills

Instructions are posted in each classroom. The fire alarm consists of the blaring of a loud horn. Students and teachers should stay at least 50 feet away from the building. Students and staff should remain outside until they are told to re-enter the school and across the fire lanes as posted.

Lockdown Drills

Instructions are given to each teacher. The drill consists of an announcement from administration identify that this is a practice. Each teacher follows school district procedures and the drill lasts about 4 minutes. Most importantly is the message that most school tragedies could have been avoided as some students knew of the plan in advance. Students are always encouraged to talk to an adult.

Saturday School

At times, disciplinary action may include assignment to Saturday School. Saturday School provides an alternative to out-of-school suspension which allows the student to reflect upon his/her actions in an isolated setting. Parents are asked to become involved in conferences just as they are with out-of-school suspensions. Students may be assigned to Saturday School for offenses such as truancy, tardiness, smoking, fighting, disruptive behavior, or any offense so deemed by the principal. Failure to participate in Saturday School will result in out-of-school suspension. Saturday School is from 8:30 – 11:30 on specific dates during the month.

School Newspaper: the students of Hastings High School publish Raiders Digest- the Raiders' Digest newspaper. The Raiders' Digest is a students' forum and does not necessarily express the opinions of the entire student body or the administration. Any student may submit signed opinion editorials to the newspaper advisor.

Sexual or Other Forms of Harassment

State and federal law as well as District policies prohibits harassment of any individual based on their gender, sex, sexual orientation, creed, religion, race, disability and other status as listed in the Minnesota Human Rights Act. (MHRA). Harassment is a form of discrimination and it is prohibited at any school event or function as well as during the regular school day.

Harassment

The MHRA defines sexual harassment as: "Sexual harassment" includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact 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, or obtaining employment, public accommodations or public services, education, or housing;

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, public accommodations or public services, education, or housing; or

3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational or housing environment. Minnesota Statutes, Section 363A.03 subd. 43

Hastings High School will not tolerate sexual harassment. Violators will be dealt with promptly and will be subject suitable disciplinary, educational or other action. (See District Policy on Sexual Harassment and other forms of harassment and discrimination, hazing and bullying)

Skip a day

Students are not authorized to hold any type of "Skip Day". A skip day is defined as an unauthorized skipping by a group of students on the same day. The Minnesota Department of Education, the District 200 Board of Education, and the High School Administration do not and cannot condone the practice of students skipping school.

Special Services

Special Education Services are provided for students who meet specific Minnesota State criteria in the following areas: specific learning disability emotional/behavioral disorder, health impaired, speech/language, developmental cognitive disability, visual, hearing, physically impaired, traumatic brain injury, autism spectrum disorder and adapted physical education. Referrals can be made by staff, parents, or students and are routed through the Student's Counselor or the Special Services Department. Referrals are reviews by the Child Study Review Team. Students with special needs may also be eligible for accommodations under Section 504. Referrals can be made by staff, parents, or students and are routed through the Student's counselor.

Student Discipline

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. The school district utilizes progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds; 1) Willful violation of any reasonable school board regulation, including those found in this policy, 2) Willful conduct that significantly disrupts the rights of others to an education, or the ability of the school personnel to perform their duties, or school sponsored extracurricular activities; or 3) Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school. (Policy 506)

Student Parking

All students driving to school need to either have a semester parking pass or a daily parking pass. Any motorized vehicles on school property without a valid parking permit will be locked in place with a wheel-boot and the owner fined; \$25.00. All student vehicles and cycles MUST park in the Student lot only. Permit holder is totally responsible for the vehicle in which their permit is displayed and MUST BE either the driver or a passenger in the permit vehicle. Students are required to identify themselves and the occupants of their vehicles when requested to do so by a lot attendant or school district personnel. Students are not allowed to loiter in vehicles once they are on school property. Once you have parked your car, you must immediately EXIT your vehicle. Cars are not allowed to leave from school property during the school day (7:50 AM-2:30 PM) without a valid pass to leave the building. Students are not allowed to go to vehicles during the school day without written administrative permission. Speed limit in the parking lot is 10 mph. Excessive speed and/or inappropriate and/or reckless driving on and around school property is never permissible. Permits are not transferable and are not to be resold! Students are not allowed to park in the auto's parking lot without 2 things: 1) semester or daily pass and 2) auto's pass. Students are not allowed to park anywhere other than within the painted lines of the parking lot. Given reasonable suspicion, school officials have the right to search vehicles on school grounds. Failure to comply will result in the loss of parking privileges for the remainder of the school year.

Student Pictures

Each year students in grades 9, 10, and 11 will have their school picture taken by Lifetouch Photography. All seniors need to submit a graduation picture by the given deadline to our yearbook advisor at bpieper@hastingsapps.org. There is a yearbook link on our website with specific directions. If a senior student cannot afford senior pictures, we are willing and able to work with that particular student and take a picture for the yearbook.

Student Travel

When District transportation is provided, a student participating in a class field trip, outside classroom experience, a sport and/or activity must travel to and from away events via District transportation. However, under certain circumstances, and only when it pretends to a sport/activity can there be an exception. (see athletic section of handbook)

Study Hall

1. The study hall teacher is in charge at all times.
2. After attendance is taken, those students who have an electronic pass or paper library pass from a teacher, and who have the permission from the study hall teacher, may sign out. Students must remain in the media center until the end of the hour.
3. Study halls are to be quiet and used for study.

Suspension and Expulsion

All out-of-school suspensions or requests for expulsion will be conducted within the guidelines of the Minnesota Pupil Fair Dismissal Act. This Act entitles a student to an informal hearing under most circumstances before a school administrator prior to suspension and/or the right to a hearing (with legal counsel present, with the right to present evidence, and with the right to cross examine witnesses) before the Board of Education or a hearing officer prior to expulsion. Copies of this legislation are available to students and parents who

desire them. Parents will be mailed a copy of the act any time that their child is suspended out-of-school for a period exceeding one full day.

TENNESSEN NOTICE

When allegations of violations of School rules, School Behavior Guidelines or School District Policy or Procedures have been brought to the administration's attention, the School or School District will conduct an investigation to find out the facts regarding the allegations and determine what action, if any, the School and/or School District will take. Action may include disciplinary action against the individual(s) involved. Students are not required to speak to the administrator, however, refusal to do so could be considered insubordination and could lead to disciplinary action up to and including suspension and/or expulsion/exclusion. Any information that is provided will be used to determine the facts and the subsequent action the School and/or School District will take. The information that is provided may also be shared with other School and/or School District officials, the School District's attorney, and may also be shared with law enforcement or other responsible agencies.

Tobacco/Smoke-Free Building & Grounds

The Board of Education of Independent School District 200 is dedicated to providing a healthy, comfortable and productive environment for students, employees and the community. Therefore, effective August 1, 1989, the school district prohibits the use of tobacco products, including E-cigarettes by students or adults within the school building, on school buses, in school vehicles, at school sponsored activities, on school grounds, or in vehicles on school grounds. Faculty members have the authority to confiscate tobacco products from students possessing them.

Truancy (skipping)

Truancy is defined as an unexcused absence from school/class. Truanting class is a serious matter and will result in referral to the grade-level principal. Truancy will be reported to state and local law authorities as required by current law. Parents will be notified when a student has been truant and will be asked to come to school for a conference. Truancy will result in one or more of the following actions being taken: assignment of detention, assignment of Saturday school or out-of-school suspension, removal from the class or classes truanting with loss of credit, a request to the Board of Education for expulsion from school. and/or filing of a truancy petition with local authorities. The following are examples of absences which will not be excused: 1) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures, 2) Work at home, 3) Work at a business, except under the school-sponsored work release program, 4) Absences resulting from cumulated unexcused tardy, 3 unexcused tardies equal one unexcused absence and 5) Any other absence not included under the attendance procedures set out in Policy 503. **No credit for make-up work will be allowed for any class skipped!** Students under the age of 16 who are truant may be lawfully petitioned to juvenile court.

Visitors

All visitors to the building must report directly to the office. Students are not allowed to bring visitors to school.

Weapons

Prohibiting the Use or Possession of Weapons within the School or on School Grounds

There is no need for weapons of any kind to be brought on school property. Any violation of Minnesota statute will be reported to the police. **No person (student or non-student, juvenile or adult) will have in his/her possession or use a weapon within the schools or on the school grounds.** This prohibition is applied to all school buildings and grounds, leased or owned, and within all school owned, leased or contracted vehicles and all other buildings or premises where District No. 200 students are present in connection with a school activity.

Possession refers to having a weapon on one's person or in an area subject to one's control, on school property or at a school activity.

Weapon means any device or instrument that through its use is capable of threatening or producing bodily harm or death that can be used to threaten to cause bodily harm or death 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. Examples of weapons include, **but are not limited to:** *any firearm (loaded or unloaded) air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles, numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; toy gun; ammunition; poisons; chains; arrows; replica firearm; bow and arrow; laser pointer; and other objects that have been modified to serve as a weapon.*

Possession of a weapon by a student of the Hastings Public Schools may result in suspension or expulsion the following: The immediate involvement of a student's parents or legal guardian; an initial suspension of up to fifteen (15) school days or ten (10) school days for students with special needs; confiscation of the weapon; may include a report to police and a report from the building principal to the Superintendent of Schools that may include a recommendation that the student be expelled from school for the remainder of the school year.

B. Students threatening others with weapons will result in: The immediate involvement of a student's parents or legal guardian; notification of police; an initial suspension of up to fifteen (15) days; confiscation of the weapon; and a report from the building principal to the Superintendent of Schools that may include a recommendation that the student be expelled from school for the remainder of the school year.

C. Students assaulting others with weapons will result in: Report the incident to the Police Department, confiscation of the weapon, notification to the parents or legal guardian, immediate suspension of fifteen days and a report from the building principal to the Superintendent of Schools that will include a recommendation that the student be expelled from school for the remainder of the school year.

If a juvenile is petitioned and found delinquent by the Juvenile Court and the juvenile was in possession of a dangerous weapon in a school zone at the time of the offense, the court may order the juvenile's driver's license be cancelled or driving privileges denied until the juvenile's eighteenth birthday.

Possession of a weapon by a person other than a student will result in the reporting of the possession of the weapon to appropriate law authorities, confiscation of the weapon, and a request by the building principal or Superintendent that proper legal authorities commence criminal action against the individual(s) that possessed that weapon under Minnesota statute 152.021-152.023 and 609.66 (2010) which relate to drug or weapon free school zones. The following exceptions to the possession of an instrument that could be used as a weapon will be made as follows:

1. An instrument which could be used as a weapon may be allowed onto school property after explicit written permission is granted by a school principal or school district administrator. In such a case, the permission statement shall contain the reason for the instrument to be allowed upon school property, the specific dates and times when the instrument may be on the property, and the specific safeguards that would be taken in regard to the particular exception.

2. An instrument that is used in a way which is both appropriate and non-threatening in the orderly conduct of a person's business or professional activities. Examples may include such items:

- knives and tools used by maintenance personnel
- starter pistols which fire blanks (used for track meets)
- tools used for educational purposes such as those used in Industrial Arts, Home Economics, Art and Science courses

A student who finds or discovers a weapon on the way to school or in a school building or on school grounds and takes the weapon immediately to the principal's office shall not be considered to be in possession of the weapon.

All students in School District 200, with and without disabilities, are subject to the consequences of this policy. All applicable statutes and rules which relate to students with disabilities will be adhered to in the enforcement of this policy.

ATHLETICS/ACTIVITIES

Students are encouraged to participate in one or more of our interscholastic athletic programs. HHS is a member of the Minnesota State High School league (MSHSL), and Metro East Conference (MEC). We offer a comprehensive athletic program, featuring 30 different sports for boys and girls.

Participation in athletics is a privilege. Student-athletes in HHS programs must abide by regulations set forth by the MSHSL, MEC, and ISD 200/Hastings High School. In order to be fully eligible for athletic participation, students must meet specific expectations that include (1) behavior code of conduct (2) academic and chemical eligibility (3) school attendance (4) athletic fees (5) uniforms and equipment (6) athletic trainer authorization (7) insurance (8) transportation (9) other MSHSL guidelines.

Student-athletes are expected to access, review, know, and abide by these expectations. These rules can be found by visiting www.hastingsathletics.org and clicking on "Registration." When a student registers for HHS athletics, they will be provided these expectations and rules in detail, and both the student and a parent/guardian must sign to acknowledge their acceptance of them.

Student-athletes will be certified as eligible to represent Hastings High School (HHS) in Minnesota State High School League (MSHSL) activities according to bylaw 108.00 of the MSHSL Official Handbook that requires adequate progress towards graduation.

Student eligibility status will fall into one of three categories:

Eligible: Eligible for participation in all athletics without restriction.

Probationary: Eligible for participation in all athletics subject to fulfillment of the requirements outlined below.

Ineligible: May not participate in athletics.

GENERAL STATEMENT OF POLICY

HHS student-athlete eligibility status will be determined based on the number of credits successfully completed prior to, and during, athletic registration/participation. Student-athletes must have accumulated the minimum number of credits to be considered a member in good standing of the class to which they chronologically belong. Entering fall semester, a student must have; 10 credits = sophomore, 20 credits = junior, 30 credits = senior.

Any student who does not meet the grade level credit requirement will remain ineligible until they accumulate the required credits to join their class. If a student begins a year with fewer credits than they need to qualify as eligible, they may gain eligibility at any time during the school year that they have attained the minimum number of credits to become a member in good standing of their chronological class. All incoming 9th graders will have initial, automatic eligibility for fall activities.

PROGRESS MONITORING

Any HHS student-athlete with two (2) or more “F’s” at the mid-quarter or end-quarter progress check will be placed on probation. There will be four (4) grade checks per semester, typically in five-week intervals. The duration of an initial probationary period is a two weeks. At the conclusion of the two-week probationary period, a member of the academic team -which may include teacher, coach, counselor, athletic director, assistant principal - will determine student-athlete status. If all conditions of the probation **are met**, the student-athlete will be removed from probation.

If any conditions of the probation **are not met, the student will remain on probation and will be immediately ineligible from competition (games/contests/events)**. The student will remain on the athletic roster, and remain eligible to attend practices and other team functions as defined by the academic team. The student will remain on probation – and ineligible for competition - indefinitely until they meet the conditions of their probation.

If a student is placed on academic probation for a second time (or more) in any school year, they will be **automatically ineligible from competition** until all conditions of probation are met.

PROBATION

Probation may include any or all of the following supportive interventions:

- Mandatory before or after-school study sessions
- Weekly homework, progress monitoring, and/or grade checks
- Temporary loss of athletic eligibility from practices and/or competitions
- Other assistive interventions as determined by the academic team

Student-athletes placed on probation will be required to meet with the athletic director and/or designated representative of the academic team at the staff member’s discretion (i.e. weekly) to review progress towards probationary goals. The staff member will update the student’s probationary status with the balance of the academic team at the conclusion of the probationary period. A recommended form is included at the conclusion of this document.

ACADEMIC PROGRESS CHECK DATES

Semester I:

Mid-Quarter 1 – 5th Friday of Quarter 1, in October – 10/6/17 – (Fall Sports)

End Quarter 1 – 10th Friday of Quarter 1, in November – 11/10/17 (Winter)

Mid-Quarter 2 – 5th Friday of Quarter 2, in December – 12/15/17 (Winter)

End Quarter 2 – 10th Friday of Quarter 2, in January – 1/27/17 (Winter)
Semester II:
Mid-Quarter 3 – 5th Friday of Quarter 3, in March– 3/2/18 – (Spring Sports)
End Quarter 3 – 9th Friday of Quarter 3, in April – 4/6/18 (Spring)
Mid-Quarter 4 – 4th Friday of Quarter 4, in May – 5/11/18 (Spring)
End Quarter 4 – 9th Friday of Quarter 4, in June– 6/8/18 (Fall Sports Next Year)

Student Travel- Release to Parent Protocol

When District transportation is provided, a student participating in a sport and /or activity must travel to and from away events via District transportation. However, under certain circumstances, written exceptions to this practice may be extended when warranted.

1. The parent/guardian must make arrangements 24-hour advance notice via a written note or email to the Coach.
Note: Only a participant’s parent or guardian may provide alternate transportation.
2. The student will be released to the parent/guardian by the coach/advisor by making face-to-face contact with them following the game or event.
3. The student will not be left unsupervised at the site if the parent/guardian are not present at the time of departure from the event. In the event that the parent/guardian has not arrived by the time the team/group is ready to depart, the student will need to board the bus and return from the game/event with the rest of the group.

The principal and athletic director, on a case-by-case basis, will address any other unusual transportation requests and/or problems, in advance. Emergencies do occur and a coach may have to use their better judgment.

GRIEVANCE PROCEDURE TITLE IX APPLICATION

This grievance procedure shall be applicable in cases where students or employees of Independent School District 200, Hastings, Minnesota, have a complaint involving alleged discrimination on the basis of race, color, national origin, creed, religion, sex, and marital status, status with regard to public assistance, age or disability. Grievance - “Grievance” means a dispute or disagreement as to whether any employee or administrator of Independent District No. 200 has in his/her conduct or actions violated the policy of the school district as it relates to discrimination. Days - “Days” mean calendar days, excluding Saturday, Sunday and legal holidays, as defined by Minnesota Statutes. Service - “Service” means personal service or certified mail. Reduced to Writing - “Reduced to Writing” means a concise statement outlining the nature of the grievance, the provisions(s) of the personnel policy regarding discrimination in dispute, and the relief requested. Small Group of Students or Employees - “Small Group of Students or Employees” means a group consisting of five (5) or less. Answer - “Answer” means a concise response outlining the employer’s position on the grievance.

STEP 1

Whenever any employee, student, small group of students or employees has a grievance, said person or persons shall meet on an informal basis with the building principal; and the teacher or immediate supervisor of the student(s) or

employee in an attempt to resolve the grievance within twenty (20) days after the student(s) or employee(s), through reasonable diligence, should have had knowledge of the occurrence which gave rise to the grievance. If the grievance is not resolved within fifteen (15) days of the first informal meeting, the grievance may be reduced to writing and served to the public employer's designate who will be the hearing officer of all disputes relating to discrimination, See Step II. Service must be made within fifteen (15) days of the last informal meeting. The employer shall, within five (5) days of receipt of the written grievance give an answer to the aggrieved. If the reply of the employer (the hearing officer or coordinator of Title IX) is not satisfactory and does not resolve the dispute, then the aggrieved should proceed to Step II.

GRIEVANCE PROCEDURE – TITLE IX CONT. STEP II

The employer's representative (Title IX Coordinator) shall meet within seven days with the parties to the grievance, and the parties shall mutually attempt to resolve the matter. In the event the informal meeting fails to resolve the matter, a formal hearing will then be conducted by the employer's representative. Each side to the dispute will be given up to fifteen days to develop the material to be presented. All parties to the grievance will be notified in writing of the date, time, and place of the hearing. Every attempt should be made by both sides to settle the matter prior to the hearing. Standard hearing format will be followed with both sides given the opportunity to testify. All changes must be made in writing specifying the time, date and place where the policy violation has occurred and all details pertinent to the charge. The decision of the hearing officer will be made in writing with copies to all involved. The hearing officer shall be neutral in matters subject to the hearing process. In the event the employer's representative is directly involved with the hearing, the superintendent of schools should appoint another person to conduct the hearing.

STEP III

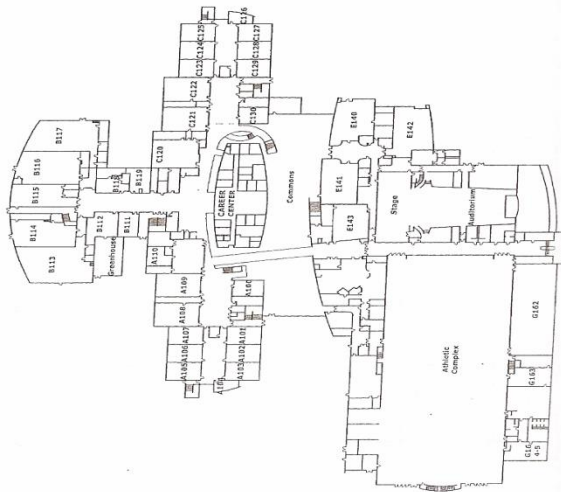
If, following the process outlined in Step II, the grievant is still not satisfied, he or she can appeal directly to the Department of Health, Education and Welfare, Washington, D.C. 20201

EQUAL OPPORTUNITY

It is the intent of Hastings Senior High School to offer equal educational opportunity to all students. No person shall, on the grounds of race, color, national origin, creed, religion, sex, , sexual orientation, marital status, status in regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination or sexual harassment under any educational program or in employment, or recruitment, consideration of selection from any full or part time educational program or activity conducted by Independent School District 200. Students who believe that this commitment has been violated should contact the building principal or Deanne Werner, Title IX Coordinator for School District 200.

RAIDER NATION

HHS MAP
Lower Level



HHS MAP
Third Level

