

# Worthington High School Student Handbook



2019-2020

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## WELCOME TO WORTHINGTON HIGH SCHOOL

The school board has approved the policies and procedures cited in this handbook. District policy numbers are listed and linked in the appropriate sections of this handbook. All policies and procedures in this handbook are subject to change.

### VISION STATEMENT

At Worthington High School, we will meet the needs of all learners by establishing a collaborative culture with a focus on learning and results. At Worthington High School, we use a full range of educational services to respond to the individual learning needs of students. We are devoted to preparing students for college and career readiness by meeting the social, emotional, and academic needs of every individual learner.

### MISSION STATEMENT

*Excellence in Action* – At Worthington High School we will focus on learning, focus on results, and focus on collaboration to ensure student achievement for all.

## ACADEMICS AND INSTRUCTION

EQUAL EDUCATIONAL OPPORTUNITY – The purpose of this policy is to ensure that equal educational opportunity is provided for all students of ISD 518. ISD 518 does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

ACADEMIC REQUIREMENTS – Listed below are the minimum credit requirements needed to earn a Worthington High School diploma. The word minimum is emphasized as we expect the vast majority of students to exceed these requirements as they strive to reach their full potential. Students at WHS have an opportunity to earn 32 total credits.

The following credits are required for students graduating in **2016 and beyond**:

- 1 credit of Arts (music, visual arts, media, theater)
- 4 credits of English/Communications (must include Freshman Literature, Freshman Composition or Freshman Composition Honors, Sophomore Communication and Composition or Sophomore Communications and Composition Honors, Sophomore Literature or Sophomore Literature Honors, American Authors or AP Literature and 1 credit of English electives.)
- 4 credits of Mathematics (must include Algebra 1/Concepts of Algebra 1A, B, C and D, Geometry; Algebra 2, and Algebra 3 or AP Statistics or Applied Math)
- 3 credits of Science (must include Physical Science, Biology, and Chemistry **OR** Physics)
- 3.5 credits of Social Studies (must include Geography or AP Geography, World History, US History or AP US History, American Government, and Economics, Business Economics, or Ag Economics.)
- .5 credit of Careers
- .5 credit of Intro to Computer Applications
- 1 credit of Physical Education
- 1 credit of Health (Health 9 and Health 10)
- 11.5 Elective Credits, 18.5 Required Credits, 30 Credits for Graduation

COURSE DROPS AND INCOMPLETE GRADES - In order to make it clear for students, parents, and faculty regarding dropping of courses, awarding of credit and grades to be considered in GPA, the following policy will be used: A student may not drop a course once a term has started. The student must stay in the course until the end of the term/course or he/she will be given a failing grade for the term. Incomplete grades will be issued only in extreme cases. All incomplete grades must be made up within two weeks of the end of a marking period. Grades that are not made up will automatically become failing marks at that time unless prior arrangements are made with the instructor and principal. Students looking to adjust schedules must do so prior to the start of each term by meeting with counselor.

CURRICULUM AND INSTRUCTION - Worthington High School provides a wide variety of required and elective classes. Quarter-long and semester-long classes are offered. Students must sign up for the equivalent of "16 blocks" per year. A complete listing of classes can be found in the student registration booklet.

**GRADUATION POLICY** - Students who have completed the 30 credit requirements (or within .5 credits) set forth by the Board of Education of District #518, Worthington High School, or a prescribed I.E.P. and are in good standing, may participate in graduation commencement exercises of Worthington High School. Students wishing to participate are required to wear a cap, gown, and tassel. To receive a diploma, students must meet the educational program as prescribed by the State of Minnesota, the Board of Education of District #518, Worthington High School, or a prescribed I.E.P.

Students (WHS & ALC) who do not have 30 credits and who are not passing all of their classes by May 1, will not receive their graduation materials (cap, gown, etc.) until they are passing.

Worthington High School students who attend a study abroad program, such as a foreign exchange program, will need to meet with their counselor and administration prior to beginning their study abroad program to approve an educational plan for credits earned abroad. All students will need to meet the set graduation requirements and courses to graduate. Courses taken outside WHS to meet a required course credit will need to have the course syllabus approved by administration.

**GRADUATION WITH HONORS** - Students with a 3.5 – 3.74999 grade point average during their 9<sup>th</sup>-12<sup>th</sup> grade years will receive a white cord and are considered to have “honors” status. Students with a 3.75 – 4.0 grade point average and during their 9<sup>th</sup>-12<sup>th</sup> grade years will receive a gold cord and will be considered as “highest honors” status. Calculation of gpa for seniors will be completed at the end of Term 3.

**HONOR SOCIETY** - Selection to National Honor Society is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. The Faculty Council selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character. Students will be notified by announcement and/or in the daily bulletin regarding procedures and deadlines. Students must adhere to all NHS by-laws in order to remain a part of the group. Further information about National Honor Society can be found at [www.isd518.net](http://www.isd518.net).

**PARENT CONFERENCES/PROGRESS REPORTS** - Parents/guardians may make appointments for conferences with teachers, counselors or the principal by telephoning the school office, 376-6121. Parent-Teacher conferences are scheduled during each quarter. Parent/Teacher Conference times run from 3:00 – 7:00 pm. Parents will receive notification prior to the dates.

**POST-SECONDARY ENROLLMENT OPTIONS (PSEO)** - For qualifying students, juniors in the top 33% of their class and seniors in the top 50%, PSEO can be a valuable and worthwhile choice for advanced education. PSEO students are considered high school students and should not be prohibited from participating in activities sponsored by the high school (Minnesota Statutes, section 124.09, subdivision 11).

PSEO students accept the responsibility to:

1. Do all of the PSEO paperwork each semester
2. Provide transportation
3. Track high school activities – graduation, prom, yearbook, schedule changes, etc.
4. Secure the books from the bookstore
5. Monitor and review credits
6. Attend classes; keep up with studies and assignments to successfully pass the class.

A 4 credit semester course equals 1 WHS credit, while a 2 credit course equals ½ of a WHS credit.

**REPORT CARDS** - At the end of each nine-week period, progress report cards will be issued to students. These cards are to be taken to the parent/guardian for their examination. A letter grade system based on a 12-point scale (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) is used in our school. Report cards are issued as soon as possible following each term and do not need to be returned. Progress grades can be accessed at any time using Campus Parent Portal.

**SCHEDULE CHANGES** - Schedule changes will **NOT** be granted for the following reasons: changing teachers, changes class hours, requesting classes with friends, requesting specific lunch periods, dropping required courses, switching because of activities or because of convenience. **No** schedule changes will be allowed after the quarter or semester has started.

**VIBE (Virtual Instruction by Excellence)** – WHS students by access ISD 518 online opportunities if they meet the following criteria.

1. Requirements to take a VIBE class through Worthington High School
  - a. Parent approval for students under age of 18.  
Parent/Guardian will be called for verbal permission and VIBE permission form must be returned.  
VIBE Permission form for 18 year old students will be filled out.
  - b. Minimum 2.5 GPA
  - c. Course maximum
    1. Freshman can take one course per quarter.
    2. Sophomores, Juniors, and Seniors can take up to 50% of their courses online.
    3. Students not on track for graduation are not eligible to take online courses.
    4. Student's attendance must be in good standing.
    5. Students will not be allowed to take required courses unless it doesn't fit in their schedule.
    6. Administration approval is needed to if a student is requesting to take a required course.
2. Registration process  
Talk to counselor
  1. Counselor refers student to Mr. Hastings and Andrea Derynck.
3. Course extensions
  1. Only with administration approval.
  2. Two weeks maximum.
4. Course failures
  1. If a student fails a VIBE online course, they must successfully complete 2 consecutive quarters at WHS before being eligible to take another VIBE online course.
5. AP courses - It is the responsibility the student for any testing that will take place.
6. All policies are at the discretion of administration.

## **ACTIVITIES**

**EQUAL OPPORTUNITY/DISCRIMINATION** - It is the policy of the Worthington Public Schools to not discriminate on the basis of age, national origin, race, religion, handicapping condition, or sex, and that all students will be encouraged to participate in school activities.

**ACTIVITY PRACTICE/PARTICIPATION ON DAYS OF ABSENCE** - If a student has been absent from school on all or part of the day, eligibility will be determined as stated in the student activities handbook. When a student is ill on Friday or a day preceding vacation, the coach and the parents are the appropriate people to make the best decision concerning the well-being of the student in the activity.

**ACTIVITY VIOLATIONS** - When an eligibility violation occurs, the Worthington Public Schools and the Minnesota State High School League governs the probation time according to the activity and the offense. Please refer to the activities director or high school principal for the length of the probation.

**FEES** - The following fees were approved by the School Board for the 2019-2020 School Year. The fee schedule does not include the admission fee to Minnesota State High School League sponsored activities.

Extra-Curricular Activities	\$30 -\$60
Fine Arts	\$15 - \$30
Maximum yearly fee/family	\$300

**INELIGIBILITY** - Students who are failing one or more class will not be allowed to participate in any extra- curricular, or social activities (school dances, prom, etc.). Eligibility grading periods will be assessed every two weeks. Students not passing all of their classes will first be placed on academic probation for a two-week period. Student will remain eligible to participate in extra-

curricular or social activities during the probationary period. Following the two-week probation period, students must establish academic clearance to participate. To become eligible for extra-curricular or social activities, the teacher of the class must sign off on an Academic Eligibility Clearance Form stating that the student has raised their grade to passing. Students still failing one or more classes at the end of the two-week probationary period will be ineligible for extra-curricular activities for two weeks or two contests, whichever is greater.

**INSURANCE INFORMATION** - Any student may purchase a policy that will provide coverage for injury or accident while on the school premises or while participating in extra-curricular activities, certain exclusion may apply.

**LEADERSHIP OPPORTUNITIES** – All students have the opportunity to become a part of the many organizations and activities that are offered here at Worthington High School.

**Varsity Athletics**

Football  
Cross Country (boys & girls)  
Volleyball (girls)  
Tennis (boys & girls)  
Dance Team  
Soccer (boys & girls)  
Basketball (boys & girls)  
Wrestling  
Hockey (boys & girls)  
Gymnastics (girls)  
Golf (boys & girls)  
Track (boys & girls)  
Softball (girls)  
Baseball

**Clubs & Activities**

Visual Art  
BPA  
Fall Play  
FCCLA  
FFA  
Acad. Decathlon  
Knowledge Bowl  
National Honor Society  
SADD  
Science Club  
Speech  
Musical  
Student Council  
Robotics  
Trojan Yearbook  
Writing contest  
Cheerleading

**Music**

Band: Jazz, Pep, Marching  
Choir: TX, Bel Canto, Vox  
Orchestra

## ATTENDANCE

### ATTENDANCE POLICY –

#### A. Philosophy

Learning is enhanced by regular attendance. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefit. This is a well-established principle of education which underlines and gives purpose to the requirements of compulsory education in Minnesota and every other state in the nation.

Absence from school can never truly be made up. Poor attendance reflects in grades. Success at school requires, like success at any job, promptness and dependability. Regular attendance at school is one of the most important items that will be recorded in your permanent record at Worthington High School. In some cases it can be the deciding factor in securing a job you want, or in getting accepted at a school you want to attend.

#### B. Responsibilities

Student's Responsibility-It is the student's right to be in school. It is also the student's responsibility to:

- attend all assigned classes every day school is in session and to be aware of and follow the correct procedures when absent from an assigned class.
- request any missed assignments / assessments due to an excused absence.

Parent or Guardian's Responsibility-It is the responsibility of the student's parent or guardian to:

- ensure the student is attending school.
- inform the school in the event of a student absence.
- work cooperatively with the school and the student to solve any attendance issues that may arise.

Teacher's Responsibility-It is the teacher's responsibility to:



- take daily attendance and to maintain accurate attendance records in each assigned class.
- be familiar with all procedures governing attendance and to apply these procedures uniformly.
- provide any student who has been absent with any missed assignments / assessments upon request.
- work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility-It is the administrator's responsibility to:

- require students to attend all assigned classes.
- be familiar with all procedures governing attendance and to apply these procedures uniformly to all students.
- maintain accurate records on student attendance.
- inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22 and Worthington Independent School District Board Policy 503, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

### C. Student Absences and Tardiness

1. **Absence** – A student is marked absent if he or she misses more than 30 minutes of any class period.

**A. Excused Absence** – The following list of items are what constitutes an excused absence:

- i. Illness, injury, or hospitalization of the student. If the number of absences is considered “excessive” by the building principal, a doctor’s note may be required to be considered an approved absence.
- ii. Medical, dental, orthodontic, counseling and other professional appointments (not haircuts, etc.) which cannot be scheduled outside of the school hours. Upon return from appointments, students shall provide the high school office with verification of such appointments.
- iii. Family emergency, serious illness of family member or death in the family.
- iv. Religious holidays.
- v. Mandatory court appearances.
- vi. Conditions beyond the student's control, such as fire, flood, storm, etc. This would include inclement weather conditions, but not the following: missing the bus, not catching their ride to school, oversleeping, traffic conditions, or car problems.
- vii. Family trips taken with a parent if the principal or designee has approved the trip in advance. A maximum of five (5) days throughout the school year will be excused. Approval must be obtained from the principal at least five (5) school days prior to the absence.
- viii. Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
- ix. Work at home - cannot exceed four (4) occurrences per school year and may not be used the last 5 days of a grading period. Any absence for this reason beyond four (4) will be considered unexcused. Missing school to go to a job outside of the home is not considered excused.
- x. Any pre-approved absence which, in the principal’s opinion, will provide educational value to the student. Approval must be obtained from the principal at least five (5) school days prior to the absence.
- xi. Religious instruction not to exceed three hours in any week.
- xii. Active duty in any military branch of the United States.

**B. Exempt Absence** – The following list of items are what constitutes an exempt absence:

- i. Participation in school-sponsored event. This would include attending state tournaments in which Worthington is a participant provided verification of attendance is provided upon return.
- ii. Suspensions.
- iii. College visits for seniors (two absences during the year; any additional will be considered an excused absence contingent upon verification being provided by the student).
- iv. College visits for juniors (one absence during the year; any additional will be considered an excused absence contingent upon verification being provided by the student).

**C. Unexcused Absence** – Any absence which does not fall under any of the excused or exempt categories will be considered unexcused. Sleeping late or oversleeping is not considered an excused absence. Additionally, an absence will be considered unexcused unless a written note by the parent or parental phone call stating a valid reason is provided to the building administration within two (2) school days of returning to school. An example of this would be if a student misses on Monday and returns to school on Tuesday, the student would have until 8 am on Thursday to have this absence addressed or it would stand as unexcused.

2. **Tardiness** - A student is “tardy” if he or she enters class after the period was scheduled to begin and does not have a pass that has been signed by a staff or faculty member. A tardy is given

if a student misses up to 30 minutes of a class. Students arriving to class any time after the bell has rung are asked to report to the office first to receive a tardy pass to be able to enter the classroom unless they have a pass from another teacher.

#### **D. Consequences for Unexcused Absences and Unexcused Tardiness**

Presence and participation are directly related to academic performance and are essential components of a sound education. Tardiness and unexcused absence reflect, among other things, a lack of responsibility and a lack of academic effort on a student's behalf. Learning is inevitably lost when a student fails to fully attend class. Regular attendance not only provides the foundation for achieving success as a high school student, but also for achieving success as an adult in the working world. The primary responsibility for assuring that each student fully attends classes and acquires the knowledge and skills necessary for effective citizenship rests with the individual student and his or her parent/guardian.

Students who accumulate 10 unexcused absences may not be eligible for credit. If a student has more than 3 absences at the WHS, the absences will need valid documentation to be considered an excused absence, such as doctor's notes, appointment cards, etc.

##### **1. Unexcused Absences**

Consequences for Unexcused Absences

- **Office Intervention**-Initially, 2 hours of before or after school detention and/or loss of privileges for each unexcused absence per class. Consequences will escalate for repeat offenders to possibly include ISS, community/school service or OSS.
- Students assigned detention, **ISS or OSS for unexcused absences or attendance issues may be ineligible to participate in any co-curricular club or extra-curricular activity until all detention has been served.**
- With administration discretion, an attendance contract may be written to extend the possibility of receiving credit.
- **County Intervention - Habitual truants** will be referred to County Social Services and Court Services. **Habitual truants** are students that have an unexcused absence from one or more classes for 7 or more days in a school year.
- **Home Intervention**-Parent contact or meeting. Home intervention is at the discretion of the parent.

##### **2. Tardiness**

Half hour of lunch detention will be assigned for 4 tardies in each class per quarter. Students will also receive an additional half hour of lunch detention for every second tardy after their fourth. For example 6, 8, 10.

#### **E. NOTIFICATION**

Every student will be given a copy of this attendance policy at the start of the school year by way of the student handbook, whether it be a digital or paper copy.

#### **F. Truancy - Nobles County Human Services School Truancy Procedures policy is as follows:**

Nobles County Human Services, in collaboration with schools and Nobles County Courts, have developed this truancy procedure protocol, to be incorporated into the policies and procedures of local schools. We have worked together to develop this procedure because we believe it is in the best interest of the child to attend and be academically engaged in order to be successful in school.

1. Unexcused absences, as defined below, are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools in Nobles County.
2. According to Minnesota Law (MN Statute 120.101), "Habitual Truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school.

#### **School Intervention:**

Worthington High School will contact parents of students who have 1 or more unexcused daily absence(s). These efforts will consist of automated telephone calls to parents, text and email messages from our Infinite Campus system. Whenever an absence is determined that it is unexcused this process listed above will be activated. Step 1 will continue whenever a student has an unexcused absence recorded for the school year.

#### **Step 2-After 1 unexcused absence:**

- District attendance officer will meet with the student to determine the cause of the unexcused absence and report back to the HS Assistant Principal on the reason for the unexcused absence.
- If it is determined that the students' absence is unexcused the District Attendance officer will contact the family with a follow-up phone call. Note: If an interpreter is needed it will be the responsibility of the attendance officer to work with a district interpreter or use the language line to communicate the unexcused absence.

**Step 3 -After 2 unexcused absences:**

- District attendance officer will meet with the student to determine the cause of the unexcused absence and report back to the HS Assistant Principal on the reason for the unexcused absence.
- If it is determined that the students' absence is unexcused the District Attendance officer will contact the family with a follow-up phone call. Note: If an interpreter is needed it will be the responsibility of the attendance officer to work with a district interpreter or use the language line to communicate the unexcused absence.

**Step 4-After 3 unexcused absences:**

- 3 day letter is sent home by the High School attendance secretary.
- District attendance officer will meet with the student to determine the cause of the unexcused absence and report back to the HS Assistant Principal on the reason for the unexcused absence.
- If it is determined that the students' absence is unexcused the District Attendance officer will contact the family with a follow-up phone call. Note: If an interpreter is needed it will be the responsibility of the attendance officer to work with a district interpreter or use the language line to communicate the unexcused absence.
- High School attendance secretary will set-up an attendance meeting with family services, probation, and school officials (HS Assistant Principal/District Attendance officer). During this meeting we will discuss questions, concerns, interventions and any additional student support services that may be available.
- At this attendance meeting student will be placed on an attendance contract stating they will receive no credit once they accumulate 10 unexcused absences. If a meeting cannot be scheduled the district attendance officer will make a home visit to check-in with the family.

**Step 5-After 4 unexcused absences:**

- District attendance officer will meet with the student to determine the cause of the unexcused absence and report back to the HS Assistant Principal/Alternative Learning Principal on the reason for the unexcused absence.
- If it is determined that the students' absence is unexcused the District Attendance officer will contact the family with a follow-up phone call. Note: If an interpreter is needed it will be the responsibility of the attendance officer to work with a district interpreter or use the language line to communicate the unexcused absence.

**Step 6-After 5 unexcused absences:**

- 5 day letter is sent home by the High School attendance secretary.
- District attendance officer will meet with the student to determine the cause of the unexcused absence and report back to the HS Assistant Principal on the reason for the unexcused absence.
- If it is determined that the students' absence is unexcused the District Attendance officer will contact the family with a follow-up phone call. Note: If an interpreter is needed it will be the responsibility of the attendance officer to work with a district interpreter or use the language line to communicate the unexcused absence.
- High School attendance secretary will set-up an attendance meeting with county attorney, family services, probation, and school officials (High School Assistant Principal/District Attendance officer). During this meeting we will discuss questions, concerns, interventions and any additional student support services that may be available. We will also talk about attendance contract and possible educational placement or setting if unexcused absences continue to be a concern. If a meeting cannot be scheduled the district attendance officer/family services or probation officer will make a home visit to check-in with the family.

**Step 7-After 6 unexcused absences:**

- District attendance officer will meet with the student to determine the cause of the unexcused absence and report back to the HS Assistant Principal/Alternative Learning Principal on the reason for the unexcused absence.
- If it is determined that the students' absence is unexcused the District Attendance officer will contact the family with a follow-up phone call. Note: If an interpreter is needed it will be the responsibility of the attendance officer to work with a district interpreter or use the language line to communicate the unexcused absence.

**Step 8 -After 7 unexcused absences:**

- 7 day letter is sent home by the HS/ALC attendance secretary.
- District attendance officer will meet with the student to determine the cause of the unexcused absence and report back to the HS Assistant Principal/Alternative Learning Principal on the reason for the unexcused absence.

- If it is determined that the students' absence is unexcused the District Attendance officer will contact the family with a follow-up phone call. Note: If an interpreter is needed it will be the responsibility of the attendance officer to work with a district interpreter or use the language line to communicate the unexcused absence.
- If the attendance plan is not followed and the student continues to be truant, at seven unexcused absences the matter will be referred to the Nobles County Attorney's Office to be reviewed with Human Services.
- Human Services will offer voluntary services to the family to assist in improving the student's attendance. Human Services will also outline possible outcomes that may take place after the matter is referred to the County Attorney's Office. They include but are not limited to:
  - a. A Child in Need of Protection or Services (CHIPS) petition may be filed with Nobles County Court by Human Services. The student and his/her parent(s) will need to appear before a Judge regarding the truancy petition. At that time the CHIPS petition may be granted or a trial will be scheduled to determine the basis of the petition.
  - b. Judges can consider the following recommendations in a CHIPS hearing in regards to truancy:
    - i. A Child may lose their driving privileges until he/she is 18 years old.
    - ii. That any necessary evaluations, treatment, and counseling services be completed by the child and/or family.
    - iii. That attendance at summer school is mandatory.

## **G. MAKE-UP POLICY**

### **1. Excused Absences**

Students who miss class work (including assignments / assessments, labs, and exams) as a result of an excused absence will have an opportunity to make up the work. Students will receive credit for any work they make up. Failure to make up work will result in no credit being given for that work. Make-up work is due to the instructor no later than two (2) school days after the most recent date of the absence. For example, if the student is absent on Monday and Tuesday, their school work would be due on Thursday (2 days) unless an alternative plan has been made with the teachers. The goal of the policy is to encourage the student to get their work completed in a timely manner so they can get back on track with what the rest of the class is currently working on. If the absence covers more than three consecutive days, the make-up work is due to the instructor no later than five (5) school days after the student returns to class. Exceptions to this rule may be granted if a student has missed more than ten (10) consecutive school days because of an injury or illness or other condition beyond the student's control. Exceptions must be cleared by the teacher and/or Principal.

Students who know they will be absent from school must get their assignments from their teachers in advance. The assignment(s) will be due before they leave or upon their return.

### **2. Unexcused Absences**

Students who miss class work (including class assignments/assessments, labs and exams) as a result of an unexcused absence may not be allowed to receive credit on any assignment(s)/assessment (s) or alternative assignments from the day and class in which the unexcused absence occurred.

### **3. Suspensions**

Students who miss class work (including class assignments / assessments, labs, and exams) as a result of a suspension will be allowed to receive credit for the work they missed while suspended provided that, the student hands in all assignment(s) / assessment(s) which were assigned while suspended upon the first day of returning to school. Failure to hand in all such assignment(s) / assessment(s) will result in the student receiving no credit for such assignment(s) / assessment(s).

## **H. REQUESTS FOR HOMEWORK**

When a student is absent, please make requests for homework by 10:30 a.m. if possible. This enables the teacher to get the assignments and materials back to the office before the end of the school day. Homework is to be picked up in the school office between 3:10 and 4:00 p.m.

## **I. ABSENCE MAKE-UP PROCEDURES**

Anytime a student misses class regardless of the reason, an absence will be recorded. The principal's office staff will provide notification to the staff regarding the types of absences (exempt/excused/unexcused) and parents will be notified of absences. Class work missed because of excused absences shall be made up within two school days after returning to school. It is the student's responsibility to make up the work. In some cases, such as hospitalization or other special circumstances, arrangements will be made through the administration or school counselor.

## **J. THE APPEAL PROCESS**

### **1. Appeal to Assistant Principal**

Within five (5) school days after being informed that an absence or tardy will be counted as unexcused, or within five (5) days after receiving notice of an unexcused absence or unexcused tardies, the student or the student's parent/guardian may make a written request to the assistant principal, or designee, to schedule a conference to contest, or appeal, the classification of the absence(s) or tardies. At the conference, the student and parent/guardian will have the opportunity to present any information relevant to the absence(s) or tardies in question, including any

extenuating circumstances.

The building assistant principal or administrative designee will provide the student and parent/guardian with written notice of the appeal decision within five (5) school days of the conference.

#### K. **CHECKOUT PROCEDURES**

If a student is to leave the school campus during the regular school day, the following procedure shall be follows:

The student shall present the parental request to leave the school campus to personnel on duty in the principal's office prior to the 1<sup>st</sup> period class on the day they are to leave. Legitimate reasons for out-of-building passes includes such things as medical or dental appointments, court appearances, and special family obligations. The student shall present a written request signed by a parent or guardian. Your parents may also make arrangements by calling 376-6121. The authority to decide whether an absence is excused rests with the building administration. Student requests without parental consent will not be honored.

When the request to leave campus is approved, the office personnel will issue a pass stating the time that the student will be excused from class. At that time, the student will report to the office, show the pass and sign out indicating the time and destination.

All students arriving at school or returning to school during school hours shall check in at the office prior to reporting to any class.

## **GENERAL INFORMATION**

**ADVISORY** - All students are assigned a Trojan Advisor. Students must report to their Trojan Advisory during the designated time every Monday, Tuesday, Thursday, and Friday. Advisory time is designed to assist student with course monitoring and career and college preparation. This model will assist us in preparing all Minnesota high school students to succeed at the next level- whether they choose a two-year technical college, a two-year community college, or a four-year university.

**BACKPACKS** – Backpacks may be used for educational purposes during the school day. Students using backpacks to store other items (food, make-up, etc) may lose the privilege to carry their backpack at any time. If there is reasonable suspicion that a student may have an inappropriate item in their backpack an administrator may search the backpack for such item.

**BULLETINS AND ANNOUNCEMENTS** - In order to keep abreast of happenings at Worthington High School we will be utilizing the following communication tools:

- The *Daily Bulletin* will be posted on the website at [www.isd518.net](http://www.isd518.net) under the high school tab. Hopefully this will help you keep up with your child's busy schedule.
- Infinite Campus Parent Portal – this tool gives you access to your child's entry of the teacher gradebook, food service balance, and classroom assignments. If you were using parent portal last year, you do not need to re-apply; simply use your same user name and password. If you are new to our district or have not used the portal in the past, it is an excellent way to stay current with your child's academic progress and food service account. If you would like more information on the parent portal, please stop by the high school office.
- Twitter – @WorthingtonD518 or Facebook – *Worthington Public Schools* for occasional updates about real time happenings in our school.

**CAMPUS REGULATIONS** - Worthington High School operates under the concept of a “closed campus” for all freshmen and sophomore students. Once freshmen and sophomore students arrive at school for the beginning of the school day, all students are to remain in the building throughout the school day. Juniors and seniors, that qualify, will be granted open lunch privileges. Students may not order out and have food delivered to, or bring lunch into the school. At no times are students to be loitering in the parking lot.

**CANINE INSPECTIONS** - The WHS campus and adjoining areas are routinely inspected by detection canines for prohibited substances and items in order to provide a safer learning environment. These searches may include all lockers, backpacks and/or vehicles on school property. Worthington High School or District 518 is not responsible for any damages incurred to vehicles or personal property during canine searches.

**CRISIS MANAGEMENT** - Each building in the district maintains a set of procedures for dealing with crisis situations. In the event of such occurrences (examples include: severe weather, fire, bomb threats, hazardous materials, intruders, or other situations affecting safety) building staff will direct students, staff and visitors where to move and what to do to ensure the safety of all. (Policy #806)

Independent School District 518 facilities utilize an emergency response system that has trained staff and students on a process to use to make decisions when faced with critical concerns. Staff and students are equipped to make decisions using the information they receive in an incident and emphasizes evacuation as the best option to survive a violent crisis incident.

In the event of an emergency that requires students to be evacuated from a school building, the district has arranged a location in Worthington to serve as a Gathering Place. Students will be transported to this location where parents and family members may be safely reunited. In the event of a crisis incident, notification will specify the location where parents/guardians may pick up their

children. It is critical that the areas around school facilities be kept free of traffic so that first responders can get reach facilities and buses can quickly transport students and staff to the Gathering Place. When informed of the Gathering Place, please do not attempt to go to school facilities.

The safety of students and staff are of the utmost importance to the district. Staff and students are trained to react during a crisis incident by employing the ALICE system. The ALICE system provides several options for response to a crisis incident. These options are described below.

<h1 style="text-align: center; color: red; margin: 0;">ALICE</h1>	<h2 style="text-align: center; margin: 0;">RESPONSE OPTIONS</h2> <p style="text-align: center; margin: 0;"><b>Every person is empowered to decide if they:</b></p>
<p style="text-align: center; margin: 0;"><b>ALICE STANDS FOR:</b></p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div data-bbox="302 488 861 662"> <p style="margin: 0;"><b>A</b>lert      Get the word out! Announce "armed intruder in the building." Use clear, concise language to convey the type and location of the event.</p> </div> <div data-bbox="312 688 842 834"> <p style="margin: 0;"><b>L</b>ockdown      Lockdown in a secured room using advanced lockdown techniques such as barricading doors.</p> </div> <div data-bbox="312 854 837 997"> <p style="margin: 0;"><b>i</b>nform      Communication allows for others in the situation to make quick, informed decisions.</p> </div> <div data-bbox="306 1018 852 1136"> <p style="margin: 0;"><b>C</b>ounter      As a last resort, apply skills to distract, confuse, and gain control.</p> </div> <div data-bbox="306 1154 852 1360"> <p style="margin: 0;"><b>E</b>vacuate      Reduce the number of potential targets for an armed intruder. This is the preferred response and should be taken as soon as safely possible.</p> </div> </div>	<div style="display: flex; flex-direction: column; gap: 10px;"> <div data-bbox="1079 477 1654 662"> <p style="margin: 0;"><b>Evacuate</b></p> <ul style="list-style-type: none"> <li>● Assess and leave area if safe to do so.</li> <li>● Quickly go to the nearest and safest exit.</li> <li>● Evacuate to a rally point.</li> </ul> </div> <div data-bbox="1079 721 1780 954"> <p style="margin: 0;"><b>Lockdown</b></p> <ul style="list-style-type: none"> <li>● Lock and barricade the door.</li> <li>● Spread out in the room.</li> <li>● Be prepared to evacuate from a non-traditional exit</li> <li>● Dial 911.</li> </ul> </div> <div data-bbox="1079 1013 1906 1149"> <p style="margin: 0;"><b>Counter</b></p> <ul style="list-style-type: none"> <li>● To be used as a last resort when faced with immediate danger.</li> <li>● Use objects to distract and confuse the intruder.</li> </ul> </div> </div>

## DAILY SCHEDULE

WHS Schedule						
<b>Trojan Advisory</b> <b>M, T, Th, F</b> <b>7:55-8:20</b>  <b>Weds – Teacher</b> <b>PLC – Students</b> <b>Start 8:25</b>	<b>Block 1</b>	<b>Block 2</b>	<b>A LUNCH</b> <b>11:20-11:50</b>	<b>Block 3 B&amp;C</b> <b>11:55-1:20</b>		<b>Block 4</b>   <b>1:25-2:50</b>
	<b>8:25-9:50</b>	<b>9:55-11:20</b>	<b>Block 3A</b> <b>11:25-12:05</b>	<b>B LUNCH</b> <b>12:05-12:35</b>	<b>Block 3C</b> <b>12:40-1:20</b>	
			<b>Block 3 A&amp;B</b> <b>11:25-12:50</b>		<b>C LUNCH</b> <b>12:50-1:20</b>	

**DIRECTORY INFORMATION** - Directory information is part of the student's educational record that may be disclosed to the public. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent/guardian(s). Directory information does include personally identifiable data that references religion, race, color, social position or nationality.

Parents/guardians or students can restrict the release of any or all of the directory information by submitting a written request to the principal. Contact the school office for specific instructions for restricting the release of information. (Policy #515)

**ELECTRONIC DEVICES** - Personal communication and electronic devices will be allowed before school, during lunch, after school, and between classes. Students are not allowed to use these devices for non-educational purposes during the time that class is in session. Such items include, but are not limited to cell phones, iPods, or MP3 players. It is the expectation of the school that students place their cell phones in a designated location within the classroom that has been determined by the classroom teacher. Teachers may allow students to access personal electronic devices for educational use during class time. If a teacher determines that a student is using electronic devices for non-educational purposes and has violated this policy, the teacher will collect the device and bring it to the office.

A first violation will result in the device being turned into the office. Second violations will result in the device being turned into the high school office and parents will need to pick device from the Assistant Principal.

**FIRE DRILLS** - Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that, when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible, moving at least 150 feet away from the building. The teacher in each classroom will give the students instructions.

**FLORAL DELIVERIES** - Worthington High School has asked the local florists to not accept orders to be delivered to students at the high school. Parents and students are asked to honor this request by not asking office personnel to deliver these orders to students.

**LIBRARY MEDIA CENTER EXPECTATIONS** – The Library Media Center is a place for individual study and reading along with classroom and group activities:

1. Students will be courteous and respectful to staff members and other students.
2. Students shall refrain from excessive noise and talking.
3. Students coming in during class should have a signed pass or be expected to inform staff of reason for visit and sign in and out.
4. Light snacks are allowed in the Media Center and students are expected to clean up after themselves. Please refer to posting in Media Center for details as to what a light snack includes.
5. Students who bring beverages (water/coffee) in the Media Center must have a cover on them and if working at a Media Center computer it must be put on the floor.
5. Students working at computers must be working on school related assignments during scheduled class times.

**Consequences** for violation of these rules may include denial of Library Media Center privileges for a period ranging from one week to the end of the school year. The Library Media Center staff and building principals will deem what is inappropriate and their decision is final. The administration, faculty and staff of the Worthington High School may deny, revoke, or suspend specific user accounts.

The High School Media Center is open from 7:00 A.M. to 4:00 P.M. Monday through Thursday and 7:00 A.M. to 3:30 P.M. Friday when school is in session.. The Media Center will also be open during the noon hour within the school day. Students may work on computers for school purposes, play chess or checkers or read.

Checkout time is for three weeks. Books may be renewed after 3 weeks. After 6 weeks students will be asked to return them or discretion on the part of the media staff will be used to decide if the book can be renewed again. The Media Center provides many electronic resources to students. To access them go to <http://www.isd518.net/hs-media-center> .

#### **Overdue Book Policy for the Media Center**

A weekly notice will be issued to students with overdue library books via their school email. If the overdue book is not received within one month, [students will be asked to meet with Media Staff to work out a plan for either a payment or return of the book/s](#). Students will not be able to check out any other books until the overdue books are returned or paid for.

#### **Damaged Book Policy for the Media Center**

Damaged books are defined as those with tears, stains, writing or scribbling in them. Damaged books will be reviewed by the Media Specialist. A decision will be made regarding if the book(s) can be repaired and put back on the shelf with a \$3.00 processing fine. Book(s) that cannot be repaired, the student will be asked to pay the full cost to replace them.

**LINK CREW** - Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Boomerang Project's proven high school transition program trains mentors from your senior class to be Link Crew Leaders. As positive role models, Link Crew Leaders are mentors and student leaders who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success.

#### **Link Crew is a year-long transition program with four components that contribute to its success:**

- **High School Orientation** - Link Leaders and freshmen start building the mentor relationship and freshmen receive information about how to be successful in high school
- **Academic Follow Ups** - Link Leaders support freshmen academic success and character development through structured classroom visits
- **Social Follow Ups** - Link Leaders and freshmen connect outside the classroom at social events to increase student engagement, and promote positive school climate
- **Leader Initiated Contacts** - Link Leaders connect with their freshmen on a more individual basis

**LOCKER SEARCH** - The purpose of this policy is to provide a safe and healthy educational environment. 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 students. School authorities, for any reason, may conduct inspection of the interior of lockers 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 authorities have a reasonable suspicion that the search will uncover evidence of a violation of a law or school rule.

**LOST AND FOUND** - Students who find lost articles are asked to take them to the office where the owner can claim them.

#### **NETWORK AND INTERNET ACCEPTABLE USE POLICY #524**

1. *Acceptable Use:* The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and opportunity for collaborative work. The use of an Internet account must be in support of education and research consistent with the education objectives of the Worthington Public Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. *Privileges:* The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

The building administrators will deem what is inappropriate and their decision is final. The administration, faculty and staff of the Worthington Public Schools may deny, revoke, or suspend specific user accounts. (Policy #524)

#### **NOTIFICATION SYSTEM**

District 518 utilizes a notification system that will communicate events, activities, emergencies and other related information to students, parents, staff and community members. You have the right to refuse this service by providing a written statement of refusal to the district and/or contacting [tom.ahlberg@isd518.net](mailto:tom.ahlberg@isd518.net) or call 727-1132 to unsubscribe which will occur within ten days of the notification to unsubscribe. The District utilizes this system to communicate many forms of information so please consider your choice carefully to ensure that it will not negatively affect your ability to receive important notifications.



**NUISANCE ARTICLES** - The possession or use of articles that are a nuisance, illegal, or that may cause harm to persons or property is prohibited at school, on the bus, and/or school sponsored activities. Included, but not limited to air horns, squirt guns, toys, spray bottles, fireworks, spray paint, lasers, and other nuisance articles in school will result in confiscation of such articles, and possible disciplinary action.

**PLEDGE OF ALLEGIANCE** - Worthington High School students shall recite the Pledge of Allegiance each day. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students and employees shall respect another individual's right to participate in the pledge. (Policy #531)

**PHOTO RELEASE POLICY** - In the course of the school year, students may be photographed/videotaped for educational and/or promotional purposes (including publications, presentations, or broadcasts via newspaper, internet or other media sources). Parents must provide written objection if they are opposed to their student being photographed for school purposes/events.

**SCHOOL DANCES/PROM** – No out of district guests will be allowed to attend scheduled Worthington High School dances. Guests for prom will need to submit a completed *Guest Permission Form* to prom advisors prior to the event and must meet the following guidelines:

1. Must be **currently attending** 10<sup>th</sup> through 12<sup>th</sup> grade at another high school and/or not older than 20 years old.
2. Guests must bring a picture ID to get into school dances.
3. WHS students must bring their WHS student ID to get into dances and/or prom.
4. Prom guests must be in 11<sup>th</sup> or 12<sup>th</sup> grade at another school, or have earned a HS diploma and not be older than 20 years old at the time of the event.
5. Any student wishing to attend a WHS social activity must be in good standing with the school.

**SCHOOL CLOSINGS** - It is the general policy of District #518 to be open every scheduled school day. Official announcements regarding District #518 operations during inclement weather are broadcast over KWOA radio, 730 on your AM dial, and 93.5, 95.1, and 104.3 on your FM dial, beginning at 6:00 a.m. Announcements are also on KELOLAND- TV, [keloland.com](http://keloland.com), and Channel 3. Shout Point, a district call-out system, will call each student's home to inform parents of the closing. Students and parents are asked not to call radio stations or the school to inquire about school closing. E-LEARNING DAYS - The District 518 school board has approved the use of up to five E-Learning days. These days can be used due to inclement weather. If the District decides to use and E-Learning day, students and parents will be notified by the same means as you would for school closings. More information about the E-Learning days can be found on the District website.

**SCHOOL LUNCH INFORMATION** - The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition a well-balanced lunch, and an ala carte line are offered at a reasonable rate. In order to be charged a meal and not ala carte (this includes those students on free or reduced lunches), a students' lunch must contain three of the following food items: milk, meat/meat alternate, vegetable and/or fruit (2 items), and grain/breads.

Children who may be eligible for free and reduced priced meals can have their parent or guardian complete the Application for Educational Benefit form available in the school office. A new application needs to be completed each school year to be eligible for meal benefits. If a family's financial situation changes during the school year, families may apply and/or reapply for free and reduced meals at any time during the school year. Applications are available at the office and are considered confidential information.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the tray room.
3. Leaving the table and floor around your table clean.
4. Pop and food (other than sack lunches) should not be brought into the building during school hours.
5. Violation of cafeteria rules is reason to be removed from lunch participation.

**SCHOOL SONG** –

Worthington High, Worthington High  
Raise her praise her, up to the sky,  
Fight for her colors, fight for her fame  
Show all your pep and help win this game  
RAH! RAH! RAH!  
Cheer for the girls, cheer for the boys  
Win this game and we'll make some noise  
Step on the gas and give her the gun  
RAH, RAH for Worthington!

**STUDENT/PARENT CONCERNS** – At Worthington High School, we encourage and appreciate parental input and feedback. When discussing your ideas and/or concerns, we ask that you speak with your child’s teacher first. Although we encourage contact with classroom teacher first, we recognize there are times when alternative contacts are necessary. In such cases, please use the following guidelines of communication; 1) Teacher 2) Building Principal, Assistant Principal, or Activities Coordinator 3) Superintendent 4) School Board

**STUDENT SURVEYS** - Occasionally ISD 518 utilizes surveys to obtain student opinions and information about students. Student surveys will be conducted anonymously and in an indiscernible fashion. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232 h. (Policy #520)

**TELEPHONES** - The office telephones are business telephones and should be used by students for emergencies only

**STATEWIDE TESTING INFORMATION AND PARENTAL REFUSAL FORM**

Parents may refuse mandated state testing for their students by filling out and submitting the [Parent/Guardian Guide and Refusal for Student Participation Form](#), linked to the Handbook tab on the District website [www.isd518.net](http://www.isd518.net)>Parents/Students>Handbooks>[Parent/Guardian Guide and Refusal for Student Participation Form](#)

**VISITORS** - No visitors are allowed during the school day unless they have a school related purpose.

## STUDENT CONDUCT

### **WORTHINGTON PUBLIC SCHOOLS CODE OF CONDUCT**

**Definition of a Code of Conduct** - A Code of Conduct is a set of behavioral expectations, based on organizational or community principles and goals that are designed to guide and positively influence the choices, actions, and practices of persons who are members of that organization or community.

**Purpose of the WHS Code of Conduct** - The Worthington High School Code of Conduct establishes behavioral expectations. The code is designed to guide the choices, actions and practices of our diverse educational community, which includes students, staff, parents, and guests. The WHS Code of Conduct will help maintain a safe, quality learning environment, which will foster high achievement and excellence in our schools and community.

**Honesty** - Honesty is being truthful and worthy of others’ trust. To uphold this commitment, I choose to keep my promises; be truthful to myself and others no matter what the consequences; never lie, cheat or steal; and be trustworthy, straightforward and sincere.

**Responsibility** - Responsibility is doing the right thing, being prepared, giving your best effort, and taking ownership. To uphold this commitment, I choose to be in charge of my behavior and accept responsibility for it; do the right thing for myself, others, and my community; be prepared and on time for my school activities; give my best effort and ask for help when I need it; and follow the rules and laws of my school and community.

**Respect** - Respect is to commit to treating others like you want to be treated. Everyone deserves respect, but my actions may affect the amount of respect I receive from others.

**Fairness** - Fairness is providing equal opportunities for everyone to contribute. To uphold this commitment, I choose to treat others fairly, including a fair opportunity to explain a disagreement; work to create an environment where all have equal opportunities; be open-minded toward differences; never disrupt learning opportunities; and display appreciation and respect for all at sporting events, competitions and performances.

**BULLYING** - Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate students in a safe environment. Worthington Public Schools will investigate, respond, remediate, and discipline those acts of bullying that affect the educational environment of the school.

Bullying means any written or verbal expression, physical act or gesture, or a pattern that is intended to cause or is perceived as causing distress to one or more students. Bullying includes, but is not limited to, conduct by a student against another student and has the effect of harming the student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property, or creating a hostile educational environment. (Policy #514)

**Cyber bullying Policy:** All students at Worthington High School are entitled to a safe school environment. Therefore, all types of bullying, including cyber bullying, are unacceptable. Cyber bullying is sending or posting harmful or cruel text and/or images using the internet or other digital communication devices. This generally occurs through the use of computers, cellular telephones and/or internet websites (e.g. Twitter, Facebook).

Cyber bullying often occurs outside normal school hours, however, it is detrimental to school climate and can adversely affect student learning. Anyone who engages in cyber bullying is considered to be in violation of this policy and shall be subject to appropriate disciplinary actions. This could include, but is not limited to, the loss of Internet/computer privileges.

**CHEATING** - Cheating in any form, (i.e. Copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments or projects) will result in the student receiving a grade of zero. Appropriate consequences will be assigned. Parent(s)/guardian(s) will be notified by the teacher.

**COMPUTER VANDALISM POLICY** - Vandalism to the equipment and software will not be tolerated. The following policy applies to all students using equipment/programs.

- **Vandalism includes:** Any alteration or removal of equipment (monitor, keyboard, mouse, cables, etc.), any alteration of software (programs and/or student files), and/or any alteration or removal of printers.
- **Discipline policy:** 1<sup>st</sup> violation - detention may be assigned, suspension of computer privileges, and parents may be notified; 2<sup>nd</sup> violation - loss of computer privileges.

**DRESS CODE** - The responsibility for the appearance of our students rests with the parents and the students themselves. Clothing should be neat, clean and non-offensive. (Policy #504) Common courtesy means appropriate dress, including footwear, should be worn at all times. Students in violation of this policy will be asked to change into appropriate clothing. School consequences may also be applied. Examples of inappropriate dress include but are not limited to:

- Clothing advertising or representing substances that are illegal.
- Clothing containing obscene, discriminatory, profane language or pictures, or that could be considered as sexually offensive to other people.
- Clothing containing or construed to be containing gang symbols or clothing worn in a manner to identify gang membership.
- Immodest clothing (i.e. bare midriffs, muscle tees, spaghetti straps, exposed undergarments) Shorts/skirts may not be shorter than the middle of the thigh. Shirts must cover 3/4 of the shoulder.
- Coats/jackets must be removed upon entering the building and stored in lockers during the school hours.
- Headgear (this includes anything worn on the head, excluding wearing of head gear for religious purposes) must be stored in lockers between the hours of 8:00 and 2:50. Any violations will be confiscated and stored in the office for 1 day at first offense, and an additional 5 days for any further violations.
- Hooded sweatshirts are allowed, however, hoods are not to be worn on the head during school hours.

School officials reserve the right to confiscate any inappropriate clothing items.

**FIGHTING** - Fighting is an unacceptable method of solving a problem and it will not be tolerated by the school. Students involved in fighting may be subject to any or all, but not limited to, the following: detention, parent conference, one to five days of suspension, possible expulsion, and reporting of the incident to the local police department.

**HAZING** - It is the policy of District 518 to maintain a safe learning environment for students and staff that is free from hazing. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes physical brutality, any activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. Any 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 to the building principal. (Policy #526)

**PROFANITY** - A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications, including those displayed on clothing. Violation of this rule may result in an assignment of detention or out-of-school suspension.

**PUBLIC DISPLAYS OF AFFECTION** - This type of behavior is inappropriate in the school setting. Students should refrain from displaying physical signs of affection in the school and on school grounds. Displays of affection can be interpreted as sexual harassment. School consequences may be given if the behavior does not cease.

**PROHIBITING HARASSMENT AND VIOLENCE** - The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. ISD 518 prohibits any form of religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of ISD 518 to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

ISD 518 will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. (Policy #413)

A complete copy of the Equal Educational Opportunities policy is on file in the Principal's Office, Student Services and District Office.

**SCHOOL PROPERTY** - Destruction or damage to school property will result in school consequences and possible referral to law enforcement. Examples of property crimes may include, but are not limited to: arson, theft, false fire alarm, bomb threat, possession and/or detonation of pyrotechnic devices, robbery, and extortion. Willful damage of school property involves the intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district or to any individual within the school setting.

**TOBACCO, ALCOHOL AND DRUGS OR DRUG PARAPHERNALIA** - Students, whether participating in activities or not, are not permitted to use or to possess tobacco, alcohol or drugs at any time in the school building, on the school grounds or in a vehicle. This includes any form of Vaping or E-Cigarettes. This applies to the parking lot, school lavatories, and to all school sponsored activities within the school building, and grounds. Violation of this rule constitutes a serious offense and will result in suspension or expulsion from school. If the violation occurs at a school sponsored dance, the violator will be banned from all school dances, including the prom, as well as suspension/expulsion.

Any student involved in the selling of controlled substances on the school grounds or at school activities will be subjected to immediate expulsion.

Tobacco products are not to be carried at any time in or about the school facilities. A violation of this policy will result in a meeting with the principal and a police referral to determine the appropriate action. (Policy #418)

**TOBACCO-FREE ENVIRONMENT** - The purpose of this policy is to maintain a learning and working environment that is tobacco free. It shall be violation of this policy for any student, teacher, administrator, and other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased and all vehicles that a school district owns, leases, rents, contracts for or controls. This prohibition includes all school district property and all off-site school district sponsored events.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy. (Policy #419)

A complete copy of the Tobacco-Free Environment policy is on file in the Principal's Office, Student Services and District Office.

**VIOLATION OF LAW** - Students found guilty of violating a state or federal law may forfeit their opportunity to represent WHS in public performances and events including Commencement exercises.

Students who have demonstrated unacceptable/inappropriate citizenship in the school or community during the last four years of high school may forfeit their opportunity to participate in school activities and events. Examples of unacceptable citizenship include: acts of violence, acts of damage to school or community buildings, offenses including drugs.

**WEAPONS POLICY** - The School Board of District 518 recognizes the need to provide safe and secure schools throughout the District. Safe and secure schools lead to effective teaching/learning situations. This, in turn, leads to positive outcomes. The presence of weapons creates an environment that is opposed to what schools believe. (Policy #501)

For the purpose of this policy: **A weapon means:** any firearm, whether loaded or unloaded, any device or instrument designed as a weapon, or through its use is capable of threatening or producing great bodily harm or death and any device or instrument that is used to threaten or cause bodily harm or death. **Possession:** shall mean having a weapon on one's person or in an area subject to one's control on school property or at a school activity. **Consequences:** confiscation of the weapon, notification of the police department, immediate suspension for five (5) days, and a possible recommendation that the student be expelled from school.

## DISCIPLINE

**DISCIPLINARY ACTION** - Disciplinary action may be taken for violation of federal, state, and local laws or district rules/policies and procedures. Students must participate with administration in any disciplinary investigation. Non-cooperation will be subject to disciplinary action. (Policy #506)

**DETENTION** – The Principal/Assistant Principal may assign detention to be served before school, after school and/or during the lunch period. If a student fails to show up for the detention assigned, they will be assigned an additional hour.

**IN-SCHOOL SUSPENSION-** May be assigned for various disciplinary issues, especially those issues that have been repetitive in nature.

**OUT OF SCHOOL SUSPENSION** - Out of school suspension may be assigned when there is a statutory violation. This means a school, local or state statute is broken by that action. Examples may include but are not limited to:

1. Use or possession of a controlled substance (i.e. tobacco, illegal drugs, alcohol, etc.)
2. Physical aggression, such as harassment, assault, theft, vandalism, etc.
3. Insubordination/disorderly conduct or defying authority. Law enforcement may be notified and charges may be filed.
4. When a student refuses to serve detention.

\*\*When suspended out of school, students are not eligible to attend or participate in any school activities or be on school grounds.\*\*

**OTHER CONSEQUENCES** - School administration will determine appropriate consequences for violations of school policies and procedures. In addition to detention, the following disciplinary consequences may be assigned:

1. Conference with student/teacher/administration
2. Confiscation of property
3. Immediate notification of police
4. Recommendation for expulsion
5. Restitution
6. Mediation
7. Could affect enrollment at WHS
8. Removal from class for a period of time
9. Notification of parents or guardians

The following grid is designed to assist high school administration in order to work toward better consistency in working with all students. The matrix below will be used as a guide for implementing disciplinary consequences. At any time, high school administration reserves the right to lessen or increase the consequences as they determine necessary.

<b><u>Misbehavior</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>	<b><u>4th Offense</u></b>
<b><u>General Misbehavior</u></b> Horseplay, Running in Hall, Dress Code Violations, Swearing, Vulgar/Crude/Sexual Language or Print, Inappropriate Public Displays of Affection, Interfering or Disrupting a staff member or student in an assigned duty, Falsification of Records/Identity/Signatures, Water Balloons, Laser Pointers,	Detention or Warning	Extended Detention	1 Day ISS	1-3Day OSS
<b><u>Abuse, Verbal</u></b> - The use of coarse language that is directed at a staff or student with the intent to cause harm: Abusive, Obscene, Vulgar....				
Toward student	Extended Detention	1 Day ISS	1-3 Day OSS	3-5 Day OSS
Toward staff	1-day OSS	2-3 Day OSS	3-5 Day OSS	Expulsion
<b><u>Alcohol, Tobacco POSSESSION</u></b> (MSHSL rules will also apply)	3-5 Day OSS	5-10 Day OSS	5-10 Day OSS/ Expulsion	
<b><u>Alcohol, Tobacco, USAGE or SELLING or DISTRIBUTING</u></b> (MSHSL rules will also apply)	5-7 Day OSS	7-10 Day OSS	Expulsion	
<b><u>Ammunition, Possession</u></b> - Possession of bullets, shotgun shells or other projectiles. (Intent is given major consideration. Students should	Warning to 1 Day ISS to Consequence Continuum for Explosives			

bring any bullets/shotgun shells to the office.)

**Arson** - Intentionally creating a fire in a district building or on school property with the intention of causing destruction, damage or mischief. (Restitution for damages is expected.)

10-15 Day OSS  
or Expulsion

Expulsion

**Assault, Physical** - Acting with intent to inflict serious bodily harm upon another person.  
Upon a student  
Upon any adult staff/employee/volunteer

3-15 Day OSS  
Expulsion

5-15 Day OSS or Expulsion

Expulsion

**Assault, Aggravated** - Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person.

Expulsion

**Bodily Harm, Inflicting** - Committing an accidental act or using poor judgment or through recklessness or carelessness inflicting bodily harm upon another person.

1 Day ISS  
or Extended Detention

1 Day ISS +  
Detention

1-3 Day OSS

Expulsion

\* Intentionally inflicting bodily harm (done with intent to harm)

1Day ISS + 1-3 Day OSS

1 Day ISS + 3-5 Days OSS 5-15 Day OSS or Expulsion

Expulsion

**Bomb Threat or Terroristic Plot/Plan/Threat** – Devising a plan/plot with the intent of causing significant damage and harm to a person(s), property or sense of safety.

Expulsion

**Bullying** – Repeatedly targeting another student with deliberate actions or communications that are intended to distress, intimidate, humiliate or harm another student (This includes cyber-bullying)

Conference/1 Day ISS  
Restorative Justice

1-3 Days OSS  
Restorative Justice

3-5 Day OSS  
Restorative Justice

Expulsion

**Cheating/Plagiarism** – Unfairly gaining or attempting To gain an academic advantage.

Zero and a detention

Zero and ISS

Zero and OSS

Zero/OSS

**Damage to Property** - Committing an accidental act or using poor judgment or through recklessness or carelessness causing damage to property (Restitution is expected.)

1 Day ISS  
or Extended Detention

1 Day ISS + Detention

1-3 Day OSS

3-5 Day OSS

**Disorderly Conduct**- Engaging in offensive, obscene, or abusive communication or boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

1 Day ISS  
or Extended Detention

1 Day ISS or OSS  
+ Extended Detention

2-3 Day OSS

3-5 Day OSS  
or Expulsion

**Driving, Careless or Reckless** - Driving on or adjacent to school property in such a manner.

Extended Detention  
or 1 Day ISS

1 Day ISS + 2 Day OSS

3-5 Day OSS

Expulsion

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**Electronic or other Nuisance Devices -**

Inappropriate usage of objects that cause distractions: Cell phone and portable electronics guidelines are described under “Cell Phone”.

Confiscated 1Day

Confiscated 1Day Parent Pick up Confiscated 1Day Parent Pick up

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**Explosives, Possession and/or Use** – Possessing or using any compound, mixture or device that by design, function or usage creates an explosion or fire.

Expulsion

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**Fireworks** – Possessing

5 Day OSS

Expulsion

**Fireworks** – Detonating or igniting

10-15 Day OSS

Expulsion

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**Fighting** - Mutual Combat (striking, kicking, pinching, biting, scratching, pulling hair, choking...)

1-3 Day OSS  
Police Intervention

3-5 Day OSS  
Police Intervention

5-10 Day OSS  
Police Int.

Expulsion  
Police Int.

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**Fire Alarm, False** - Intentionally giving a false alarm of fire or tampering or interfering with any fire alarm.

10-15 Day OSS  
or Expulsion

Expulsion

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**Fire Extinguisher, Unauthorized Use** - Unauthorized handling or discharge of a fire extinguisher.

3-10 Day OSS

Expulsion

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**Fire Starting Devices** – Possessing or using any device, tool or system that is designed to create fire (matches, lighter...)

Detention &  
Confiscation

Extended Detention &  
Confiscation

1 Day ISS &  
Confiscation

1-3 Day OSS &  
Confiscation

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**Gambling** - Playing a game of chance for stakes.

Detention

1 Day ISS

3 Day OSS

5 Day OSS

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**Gang Activity**

Conference/Detention

1 Day ISS + 1 Day OSS

3-5 Day OSS

Expulsion

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**Harassment, Including Sexual** - Participating in or conspiring with others to engage in acts that are intended to injure, degrade, intimidate, or disgrace other individuals. Photos or videos taken without prior consent of person in photo/video and/or published photos/videos on a social media site. It may include indecent exposure, and words or actions that negatively affects an individual or group based on their racial, cultural or religious background, their sex, or any disabilities they may have.

1 Day ISS + 1 Day OSS

1 Day ISS + 3 Day OSS

5-7 Day OSS

Expulsion

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**Insubordination** - Willful refusal to follow an appropriate direction or order given by a staff member  
Refusing directions given by administration

Detention/ISS  
1-2 Day OSS

1 Day ISS  
3-5 Day OSS

1-3 Day OSS  
5-7 Day OSS

3-5 Day OSS  
Expulsion

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**Leaving Campus (skipping)** –  
Unauthorized leaving campus

2 hours of Detention  
per hour skipped

1 Day ISS

1-3 Day ISS

1-Day OSS

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**Mood-Altering Drugs, Narcotics, Illegal Drugs**

**Prescription Drugs, Chemicals – POSSESSION/USAGE**

Possessing or usage of a controlled substance where possession or use is prohibited by Minnesota or federal law. MSHSL rules will also apply	5-10 Day OSS	10-15 Day OSS or Expulsion	Expulsion	
<b>Mood-Altering Drugs, Narcotics, Illegal Drugs Prescription Drugs, Chemicals – SELLING or DISTRIBUTING</b> any controlled or illegal substance that is prohibited or controlled by Minnesota or federal law. MSHSL rules will also apply	Expulsion			
<b>Sexual Conduct, Criminal</b> - Engaging in non-consensual, unwanted sexual contact with another person, including the clothing covering a person's intimate parts or attempted removal of such clothing.	5-10 Day OSS or Expulsion	Expulsion		
<b>Tardy to Class/School</b> – Arriving late to class or to school Four times in a quarter will result in a detention.	1 hour of Detention	***An addition hour of detention per Tardy after four.		
<b>Terroristic Act</b> – Engaging in an act that is intended to cause significant damage to a person(s), property, or sense of safety and security.	Expulsion			
<b>Theft or Knowingly Receiving or Possessing Stolen Property</b> – Unauthorized taking of the property of another person, or receiving or possessing such property. The condition and completeness of all returned stolen property will be considered in the determination of consequences.	1-3 Day OSS + 1 Day ISS Police Intervention	3-5 Day OSS Police Int.	5-10 Day OSS Police Int.	Expulsion Police Int.
<b>Trespassing</b> – Being present in any district facility when it is closed to the public or individual or unauthorized presence in a district vehicle.	Detention	1 Day ISS	2-3 Day OSS	5 Day OSS
<b>Vandalism (Willful Damage of Property)</b> – Littering, defacing, cutting, or otherwise damaging property that belongs to the school or other individuals while the student is on school property or at a school activity or in a district vehicle, or under the supervision of school staff.	1-15 Day OSS Restitution/Restoration	5-15 Day Restitution/Restoration	Expulsion Restitution/Restoration	
<b>Weapon or Look-alike Weapon, Possession</b> – Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm; or any other device, instrument, or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm.	OSS to Expulsion			



## STUDENT SERVICES

**ELL** - English Language Learners is a program that instructs students of limited English proficiency in the four language skill areas of listening, speaking, reading and writing.

**HEALTH SERVICES/ MEDICATION** - Please note that the School Nurse or Health Staff are not in the building at all times-when the health staff are not in the building other staff such as building administrative assistants may/will be covering the health office.

**Immunizations:** If students do not meet the criteria listed below they will not be allowed to attend school. If you have questions regarding necessary immunizations contact the school nurse or visit the website at [www.isd518.net](http://www.isd518.net) and review your child's immunizations record on parent portal. To enroll in school in Minnesota, child must show they have had the following immunizations or file a legal exemption. These are an extension of the immunizations children received as an infant. If your child never received immunization as an infant or you cannot find the record they may need more than the list shown below.

- 1Tdap
- 3Polio
- MMR
- Hepatitis B series
- 2 Varicella vaccinations or year of chicken pox disease (documentation must be signed by a physician)
- 1Meningococcal, until your child's senior year. **Students entering their senior year of high school must have 2 meningococcal vaccines or a signed objection before the first day of school.**

Please note that if your child does not receive the required immunizations, it will be reported to the state of Minnesota that they are not in compliance with the Minnesota School immunization requirements, and they will not be able to attend school until their immunization(S) are updated. Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized. For more information on immunizations you can go to [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize).

**Illness:** Students that become ill while at school are required to see the nurse or health office staff, after being evaluated by the health staff they will determine if the student needs to go home or needs rest and should return to class. If a student needs to go home, they will be sent home according to the student health office dismissal protocol. Parents/guardian will be called in the event that their child is ill and need to go home. The parent/guardian (or other person as approved by administration), must come to the high school to pick up their child and sign them out. Students will not be allowed to drive home or sign themselves out unless they are 18 years of age, live on their own, or are married.

If a student sees a medical provider, please bring verification of the visit and any diagnosis or instructions (discharge summary sheet) that were given at the appointment to the nurse.

**Hospitalization/Surgery:** if a student is hospitalized for any reason or if they have had surgery, the family should notify the nurse. At this time necessary accommodations can be addressed for the health and safety of your child.

**Field trips:** nurses do not attend or travel with students during the field trip. The medication needs of students on field trips/school sponsored activities during the school day will be met. Any student taking routine medication will have their medication administered by an adult, whom the nurse has delegated the responsibility for security of the medication and medication administration. If the parent is chaperoning the event-the child's parent could assume the responsibility during the event.

**Medication at School:** We encourage that prescription medication hours to be arranged outside of school hours if at all possible. However, we understand that there are cases when it is necessary to the child's health that medication and/or treatments be administered in school. Students are not to carry their own prescription medication while at school unless it's a medical necessity, you have contacted the school nurse and you have completed the district medication permission form. Two key factors must be present before medication will be given. Written permission authorizing school personnel to administer medications. Parent consent is needed for all medications; physician consent is needed for all prescription medication. Medication permission forms are available at [www.isd518.net](http://www.isd518.net). Medication given in school must be brought in an unopened original or pharmacy labeled container (labeled bottle identifying the child's name, dosage of medication, route, and physician's name for prescription medicine.

Over the counter medication can be brought to school and left in the nurse's office or the child may keep it in their locker. However, a signed over the counter medication form must be signed by the parents and student before this will be allowed, forms are available at [www.isd518.net](http://www.isd518.net). Medication must be in its original bottle with the correct label. Students that are caught with over the counter medication and do not have a form signed will not be allowed to carry or take the medication at school. Medication of any kind brought to school in a plastic bag or other container will not be accepted. Medication administered by school personnel will be kept in the health office under lock and key. Special storage requests must be discussed in advance with the school nurse. Unused medication, not picked up by the end of the school year, will be destroyed by school personnel.

**Health Screenings:** Periodically your child may be screened to determine if there is a problem with their hearing or vision. Referrals for hearing and vision screening may come from the parent, teacher, or other educational staff. If you would like your child's hearing or vision examined, please contact the health office. Also if your child plays sports they must have a physical every three years by a trained health care provider in order to participate in sports.

**SCHOOL COUNSELOR** - Licensed School Counselors are available to meet with students regarding personal/social, academic and career issues. Counselors are located in Student Services. Please stop in the Student Services office to make an appointment with your counselor.

**SPECIAL EDUCATION** - Extra help is provided to qualifying students through a broad range of programs such as Early Childhood Special Education, Speech, Specific Learning Disabilities, Emotional/ Behavioral/Severely Impaired, Physical Therapy, Occupational Therapy, Developmental Adaptive Physical Education and Hearing Impaired. A school psychologist is employed to provide diagnostic assessment of students and make recommendations to teachers and parents relative to specific needs of students. You may contact your building special education staff for additional information.

**STUDENT RECORDS** - Student records are maintained for each student for the purpose of aiding the student in the educational process and to fulfill the requirements of state law. Students and parents may request copies of their permanent records (transcripts) from the high school guidance office. The office staff may need advance notice. Student records are generally kept in the school office. Health records are kept in the nurse's office. Special education IEP information is kept with the student cumulative files. Parents/guardians may review all information maintained in the cumulative file. Copies are available upon request. (Policy # 515)

## **TRANSPORTATION**

**BICYCLES** - Bicycles must be parked in the racks provided. All bicycles should be provided with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Bike racks will be located in staff parking lot.

### **BUS**

For the safety of all bus riders, a Pupil Transportation Safety Policy (#709) has been adopted by District #518. This policy will also be addressed at school. Any questions regarding this policy should be addressed by Dave Skog, District Transportation Safety Director (372-2172).

### **PARKING REGULATIONS**

1. Students are to park their vehicles parallel between the lines in parking spaces. Parking at an angle across two spaces as well as over the line dividing the row is prohibited. Violation of parking expectations could result in vehicle being towed at owner's expense.
2. Students are not to park in the visitor parking area or parking spaces that are reserved for handicapped.
3. All drivers will observe a 15 MPH speed limit.
4. Vehicles may be subject to search.

## **DISTRICT INFORMATION**

### **ANNUAL ASBESTOS NOTIFICATION**

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA) each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. ISD 518 has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, ISD 518 shall continue to maintain a safe and healthy environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district are inspected by EPA accredited inspector(s) and an independent laboratory analyzed samples. Based on the inspection, the district prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, ISD 518 has completed in AHERA 3-year re-inspection requirement every three years. ISD 518 buildings, where asbestos-containing materials are found, under repair, in which removal will take place the operations/maintenance plan will be followed.

This past year, I.S.D. 518 conducted the following with respect to its asbestos containing building materials:

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also, the law requires for all buildings to be re-inspected every three years after a management plan is in effect.

Short-term workers (outside contractors) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

I.S.D. #518 has a list of the location(s), type(s) of asbestos-containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the district office.

#### NOTICE CONCERNING USE OF PEST CONTROL MATERIALS PROCEDURES

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control measures;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

#### INDOOR AIR QUALITY

ISD 518 has in place a program to monitor and improve air quality at our school. The Worthington School District considers no objective more important than providing its employees, students, and visitors a healthy, safe environment. Because we believe that indoor air quality is essential to this objective we are sending this notification to inform parents, students and staff of our program to monitor and improve indoor air quality.

As part of the program implementation, an Indoor Air Quality Coordinator has been appointed. An annual walk-through will be performed by the Coordinator to evaluate school facilities for obvious water intrusion, ventilation failures, structural problems, overall cleanliness, and the status of the O&M program.

The District's response to parental concerns will be timely and direct. Parent's questions are always welcome. If a concern would arise, we ask the parent contact Dave Skog, Indoor Air Quality Coordinator. The Coordinator will be able to assist in evaluating the child's home or other out of school situation. Additional information is available to parents about school facility construction; maintenance, housekeeping practices, chemicals used, mold and HVAC related information, and other activities that may contribute to a child's symptoms.

ISD #518 accepts the responsibility of monitoring indoor air quality and will/has conducted a survey of the mechanical ventilation rate of each occupied space in the District.

Worthington Public Schools are proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission - educating students. Our school will continue to follow EPA guidance to improve our indoor air quality by preventing as many problems as possible.

If you would have any questions or concerns about this or any other health and safety program, please contact Dave Skog at 372-2172.

**STUDENT DISABILITY NONDISCRIMINATIONS** - Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that protects individuals with disabilities from discrimination. Schools need to identify and evaluate learners who need special services, accommodations, or programs in order that learners may receive a free appropriate public education. Persons who have questions, comments, or complaints should contact John Landgaard, District 504 Coordinator at 372-2172. (Policy #521)

**STUDENT/PARENT RIGHTS UNDER FERPA** - ISD 518 recognized its responsibility in regard to collection, maintenance and dissemination of public records and the protection of the privacy rights of students as provided in federal law and state statutes.

The procedures and policies adopted by ISD #518 regarding the protection and privacy of parents and students are pursuant to the requirements of 20 U.S.C. §1232g, et seq., (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act. Minn. Stat. Ch. 13 and Minn. Rules Pts. 1205.0100 to 1205.2000. (Policy #515).

A complete copy of the Student/Parent Rights under FERPA policy is on file in the Principal's Office, Student Services and District Office.

**STUDENT SEX NONDISCRIMINATION** - Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. ISD 518 provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. (Policy #522)